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Application User Manual

CBAM Declarant Portal

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Table of contents

1	INTRODUCTION	10
1.1	Document purpose	10
1.2	Target audience	10
1.3	Scope	10
1.4	Structure	10
1.5	Reference documents	10
1.6	Applicable documents	11
1.7	Abbreviations & acronyms	11
1.8	Definitions	12
1.9	CBAM Quarterly report data elements	14
2	GENERAL INFORMATION	26
2.1	System Overview	
2.2	Authorized Use Permission	
2.3	User Support	26
3	GETTING STARTED	27
3.1	Roles and Responsibilities	27
3.2	Access the CBAM Declarant Portal	27
3.3	Exit the CBAM Declarant Portal	
3.4	Reporting Declarant Home Page	
3.5	Main Navigation Bar	29
3.6	Generic User Interface Behaviour	
3.7	Basic System Functions	
	3.7.1 Change UI Language	
	3.7.2 Change Contact Information	
3.8	Report States Information	
	3.8.1 States description	
	3.8.2 States transition diagram	
4	USING THE SYSTEM AS CBAM REPORTING DECLARANT	
4.1	Operators Registry	
	4.1.1 Create an operator	
	4.1.2 Delete an operator	35
	4.1.3 Edit an operator	35
4.2	Installations Registry	
	4.2.1 Create an installation	
	4.2.2 Delete an installation	
	4.2.3 Edit an installation	
4.3	My quarterly reports	40
4.4	Report Structure & Navigation	40
	4.4.1 Header level of the CBAM Report	
	4.4.2 CBAM goods Level of the CBAM Report	46
	4.4.3 Emissions level of CBAM report	
4.5	Quarterly Report actions	61
	4.5.1 Creation of a report	
	4.5.2 Uploading of a report	
	4.5.3 Saving a draft report	62

	4.5.4	Deletion of a draft report	63
	4.5.5	Editing of a report	64
	4.5.6	Validation of a report	65
	4.5.7	Submission of a report	65
	4.5.8	Viewing of a report	66
	4.5.9	Amendment of a report	66
	4.5.10	Invalidation of a report	68
	4.5.11	Request to submit a report with a delay	68
	4.5.12	Download PDF	69
	4.5.13	History	70
4.6	My im	porters	71
4.7	My Pro	ofile Information	72
4.8	Prefere	ences	73
4.9	Inform	ation	74
	4.9.1	NCA	75
	4.9.2	CBAM Goods	75
	4.9.3	Legislation	77
4.10	Reque	sts	77
	4.10.1	Viewing of incoming requests	78
	4.10.2	Replying to an incoming request	78
	4.10.3	Decline an incoming request	79
	4.10.4	Create a request	80
	4.10.5	Cancel a request	81
	4.10.6	View outgoing requests	82
4.11	Notific	cations	82
5	ANNE	Х	85
5.1	CBAM	1 Report (XSD)	85
5.2	Sample	e ZIP file	85
5.3	Report	structure version 17.00	85

List of tables

Table 1: Reference documents	11
Table 2: Applicable documents	11
Table 3: Abbreviations and acronyms	12
Table 4: Definitions	13
Table 5: Definitions	25
Table 6: CBAM List of states	
Table 7:Delayed Submission - Deadlines	69

List of figures

Figure 1: UUM&DS authentication page	27
Figure 2: CBAM Declarant Portal - Main Dashboard	
Figure 3: Sign-out	
Figure 4: CBAM Portal – Reporting Declarant Home Page	
Figure 5: CBAM Reporting Declarant Home Page with expanded navigation bar	
Figure 6: Mandatory fields indication	
Figure 7: Maximum number of characters indication	
Figure 8: Validation errors	
Figure 9: State Transition Diagram	
Figure 10: Operator - Create	
Figure 11: Operator Details Screen	
Figure 12: Create an Operator	
Figure 13: Operators Registry	
Figure 14: Operator Registry - Delete action.	35
Figure 15: Operator Delete - Confirmation message	35
Figure 16: Operators' registry	35
Figure 17: Operation - Save & Cancel	
Figure 18: Installations Registry	
Figure 19: Installation – Details	
Figure 20: Installation-Search in third country installation operators registry	
Figure 21: Search in operators registry	
Figure 22: Installation - Linked Operator Details	
Figure 23: Installation - Create Button	
Figure 24: Installation Registry -Delete action	
Figure 25: Installation Delete - Confirmation message	
Figure 26: Installation Registry - Edit Action	
Figure 27: Installation -Cancel and Save buttons	40
Figure 28: My Quarterly Reports	40
Figure 29: CBAM Report Data Model	41
Figure 30: Header - Validation	42
Figure 31: Header - Reporting Declarant tab	43
Figure 32: Declarant acts as importer Checkbox	43
Figure 33: Header- Importer tab	44
Figure 34: Declarant acts as representative checkbox	44
Figure 35: Header - Representative Tab	45
Figure 36: Header -Signatures tab	45
Figure 37: Add good	46

Figure 38: Delete good	
Figure 39: Delete good -Confirmation	
Figure 40: Edit good	47
Figure 41: Non-validated good	47
Figure 42: Validate Good	
Figure 43: Validate good – Navigation tree indication	
Figure 44: Good Level - Importer tab	
Figure 45: Good Level - Add Importer	
Figure 46: Good's level - Representative tab	
Figure 47: Good's level - Add Representative	
Figure 48: Goods imported tab	
Figure 49: HS sub-heading code selection	51
Figure 50: Imported quantity per customs procedure	51
Figure 51: Goods measure per procedure	
Figure 52: Goods - Supplementary tab	
Figure 53: Goods - Add supporting documents.	
Figure 54: Add an emission.	53
Figure 55: Delete emission	53
Figure 56: Edit good	54
Figure 57: Installation - Country of production	54
Figure 58: Emissions - Operator (The company name of the installation)	55
Figure 59: Emissions - Operator (Information filled in from Operator Registry)	55
Figure 60: Emissions - Installation fields	56
Figure 61: Emissions-Installation information filled in from Installations Registry	56
Figure 62: Emissions tab - Applicable to Electricity good	57
Figure 63: Emissions tab- Applicable for all goods except electricity	57
Figure 64: Emissions-Default Values	
Figure 65: Production Method (sample)	
Figure 66: Direct emissions qualifying parameters	
Figure 67: Add new qualifying parameters	
Figure 68: Indirect Emissions qualifying parameters	
Figure 69: Carbon price due tab	59
Figure 70: Carbon price due -Details	60
Figure 71: Supplementary tab	60
Figure 72: Emissions - Supplementary - Supporting Documents	61
Figure 73: My Quarterly Reports - Create Report	61
Figure 74: My Quarterly Reports - Upload a report	62
Figure 75: Upload ZIP	62
Figure 76: Save a draft report	63

Figure 77: Delete a draft report.	
Figure 78: Delete draft report - Confirmation message	64
Figure 79: Edit a report.	64
Figure 80: Edit a report	64
Figure 81: Validate report	65
Figure 82 Validate Report – Errors display	65
Figure 83: Submit report.	
Figure 84: Modifications confirmation	
Figure 85: View report	
Figure 86: Amend a report.	67
Figure 87: Invalidate a report	
Figure 88: Invalidate report confirmation message.	
Figure 89: Request delayed submission	68
Figure 90: Request delayed submission dialog	69
Figure 91: Download PDF	
Figure 92: History	
Figure 93: History	71
Figure 94: My Importers -Starting point.	71
Figure 95: List of my importers	71
Figure 96: Importer Profile	
Figure 97: Importer - Goods Imported	
Figure 98: My profile information	
Figure 99: Preferences menu	
Figure 100: Preferences	74
Figure 101: Edit Preferences	74
Figure 102: Information	74
Figure 103: Information-NCA	
Figure 104: Information - NCA Details	
Figure 105: Goods Sector Level	
Figure 106: Aggregated goods category Level	
Figure 107: Goods code level	
Figure 108: Filtered CBAM Goods on CN Code	77
Figure 109: Request	77
Figure 110: Incoming requests	
Figure 111: Reply to a Request	
Figure 112: Reply to a request -Details	
Figure 113: Notifications - References	79
Figure 114: Decline Request	
Figure 115: Create Request	

Figure 116: CBAM Reports (Optional)	81
Figure 117: References	81
Figure 118: Attachments	81
Figure 119: Cancel a request	82
Figure 120: Outgoing requests	82
Figure 121: Home Page-Notifications icon	83
Figure 122: List of latest unread notifications	83
Figure 123: View notification	83
Figure 124: Notification - Reception date from filter	84
Figure 125: Notification - Reception date to filter	84
Figure 126: Notification List	84

1 INTRODUCTION

1.1 DOCUMENT PURPOSE

The purpose of this document is to provide directions to reporting declarants and CBAM declarants (referred to in this document CBAM declarants) on how to utilise the CBAM Trader Portal (referred to in this document CBAM Declarant Portal).

1.2 TARGET AUDIENCE

The target audience for this document includes:

- Importers of CBAM goods into the EU or their authorised representatives (reporting declarants or CBAM declarants);
- Directorate-General Taxation and Customs Union (DG TAXUD)'s Project team;
- Directorate-General Taxation and Customs Union (DG TAXUD) -Business Units C.2 and C.5;
- Directorate General for Informatics (DIGIT);
- Directorate-General for Climate Action (DG CLIMA);
- EU Member states and their National Competent Authorities;
- SOFT-DEV Project team;
- Quality Assurance Contractor;
- Operational teams.

1.3 SCOPE

The scope of this document is to provide directions to CBAM Reporting Declarants on the effective utilisation of the CBAM Declarant Portal for the Transitional Registry. The features described comply with CBAM Release 1.2

1.4 STRUCTURE

This document is organised as follows:

- Chapter 1 Introduction: describes the scope and the objectives of the document;
- **Chapter 2 General Information:** provides the practical and theoretical details for the topic treated in the document;
- **Chapter 3 Getting Started:** details how to access the portal and introduces the basis system functions;
- Chapter 4 Using the System as CBAM Reporting Declarant: describes the CBAM Declarant Portal functionalities;
- Annex CBAM Report Structure in XSD format and a sample ZIP is provided in this section.

1.5 REFERENCE DOCUMENTS

The table below lists the documents that are referred to in the current document.

Ref.	Title	Originator	Version	Date
R01	Access Management through	TBA	0.20	TBA
	UUM&DS			

Table 1: Reference documents

1.6 APPLICABLE DOCUMENTS

The table below lists the documents to which the current document must be compliant (e.g. FWC, SC, RfA).

Ref.	Title	Originator	Version	Date
A01	SOFT-DEV Framework Quality	SDEV-FQP	1.00	10/01/2023
	Plan			
A02	SOFT-DEV Framework Contract	TAXUD/2021/CC/162	N/A	24/06/2021
A03	Specific Contract 13	TAXUD/2023/DE/134	N/A	05/04/2023
A04	RfA-379 - CARBON BORDER			
	ADJUSTMENT MECHANISM	Ares(2023)4500958	1.20	29/06/2023
	(CBAM) – Transitional Period IT	AICS(2023)4300938	1.20	29/00/2023
	system Release 1.10			

Table 2: Applicable documents

1.7 ABBREVIATIONS & ACRONYMS

For a better understanding of the present document, the following table provides a list of the principal abbreviations and acronyms used.

See also the 'list of acronyms' on TEMPO.

Abbreviation/Acronym	Definition
CBAM	Carbon Border Adjustment Mechanism
CN	Combined Nomenclature
CO2	Carbon Dioxide
СОМ	European Commission
CRS	Customs Customer Reference Services
CS/RD2	Central Services Reference Data
DG CLIMA	Directorate-General for Climate Action
DG TAXUD	Directorate General for Taxation and Customs Union
DIGIT	Directorate General for Informatics
DOC	Microsoft Word document
DOCX	Microsoft Word Open XML format document
EORI	Economic Operators Registration and Identification
ETS	Emissions Trading System
EU	European Union
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
HS	Harmonized System Codes
ID	Identification number
JPEG	Joint Photographic Experts Group
MIME	Multipurpose Internet Mail Extensions

Abbreviation/Acronym	Definition	
MS	Member State	
MWH	Megawatt Hour	
N/A	Not available	
NCA	National Competent Authority	
NIS	National Import System	
PDF	Portable Document Format	
PSM	Public-Subscribe Mechanism	
SPEED2ng	SPEED2 Gateway is used for exchanging messages with partner	
	countries (for example MRA exchanges, NCTS TIR messages and in	
	the future SSTL messages). The messages are exchanged via dedicated	
	VPN links and the exchange protocols vary (Web Services, MQ	
	Asynchronous Transport Protocol, AS2, AS3 and AS4 protocols).	
UCC	Union Customs Code	
UI	User Interface	
URI	Universal Resource Identifier	
URL	Uniform Resource Locator	
UUM&DS	Uniform User Management and Digital Signatures	
XLS	Microsoft Excel spreadsheet file	
XLSX	Microsoft Excel Open XML spreadsheet file	
XML	eXtensible Markup Language	
XSD	XML Schema Definition	
ZIP	Compressed file	
	Table 3: Abbreviations and acronyms	

 Table 3: Abbreviations and acronyms

1.8 DEFINITIONS

For a better understanding of the present document, the following table provides a list of the principal terms used.

Term	Definition
CBAM Goods	Goods listed in Annex I of CBAM Regulation.
Third country	A country or territory outside the customs territory of the Union.
Default value	The Default value is the intensity of emissions. It expresses the
	quantity of CO2 emissions per measurement unit of product.
	Per legislation, the definition is a value, which is calculated or drawn
	from secondary data, which represents the embedded emissions in
	goods.
NCA	National Competent Authority.
Operator	Any person who operates or controls an installation in a third country.
Installation	A stationary technical unit where a production process is carried out.
Representative	The indirect representative declared in imports customs declaration.
Importer	Either the person lodging a customs declaration for release for free
	circulation of goods in its own name and on its own behalf or, where

Term	Definition
	the customs declaration is lodged by an indirect customs representative
	in accordance with Article 18 of Regulation (EU) No 952/2013, the
	person on whose behalf such a declaration is lodged.
Carbon price	The monetary amount paid in a third country, under a carbon emissions
	reduction scheme, in the form of a tax, levy or fee or in the form of
	emission allowances under a greenhouse gas emissions trading system,
	calculated on greenhouse gases covered by such a measure, and
	released during the production of goods.
Indirect emissions	Means emissions from the production of electricity, which is consumed
	during the production processes of goods, irrespective of the location
	of the production of the consumed electricity.

Table 4: Definitions

1.9 CBAM QUARTERLY REPORT DATA ELEMENTS

For a better understanding of the present document, the following table provides a list of the principal terms used.

See also the 'glossary' on TEMPO.

Data element name	Definition
CBAM Report	The CBAM Quarterly Report that Declarants will submit.
Report issue date	The date that the CBAM report is submitted.
Draft report ID	The unique ID that the Declarant inserts when the report is created (and saved) to identify their
	report.
Report ID	This unique ID is allocated by the system once the report is submitted.
Reporting Period	The Quarter of the year. This is a CBAM CS/RD2 List that contains the Quarters of a year (Q1,
	Q2, Q3, Q4).
Year	The year for which the report is submitted.
Total goods imported	The total Goods that are declared in the CBAM report
Total emissions	The total of the emissions for all the Goods declared in the CBAM report.
Reporting declarant	The entity that contains information about the Declarant.
Identification number	The ID of the Declarant. This is their EORI number.
Name	The full name (person or company) of the Declarant.
Role	The role that the Declarant has. If they are the importer or a representative.
Address	This element is used to hold the Report Declarant Address
Member State of establishment	The country where the Declarant is established
Sub-division	The sub-division where the Declarant is located.
City	The city where the Declarant is located.
Street	The street name where the Declarant is located.
Street additional line	The street name where the Declarant is located.
Number	The number of the street where the Declarant is located.
Postcode	The postcode of the location of the Declarant.
P.O. Box	The P.O. box of the address.

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Data element name	Definition
Representative	This entity is to define the information about the Representative in the Header level
Identification number	The ID of the representative. This is their EORI number.
Name	The full name (person or company) of the representative.
Address	This element is used to hold the representative's address
Member State of establishment	The country where the Representative is established
Sub-division	The sub-division where the representative is located.
City	The city where the representative is located.
Street	The street name where the representative is located.
Street additional line	The street name where the representative is located.
Number	The number of the street where the representative is located.
Postcode	The postcode of the location of the representative.
P.O. Box	The P.O. box of the address.
Importer	The entity that contains information about the Importer that is represented by the Declarant. The Importer can either be declared at Header level, if the same importer is common for all
	Goods Imported, or in the Goods Imported level.
Identification number	The ID of the importer. This is their EORI number of European importers or TINT for
	International importers
Name	The full name (person or company) of the importer.
Address	This element is used to hold the importer's address
Member state or Country of establishment	The country where the Importer is established (either a Member state of the EU or a third country).
Sub-division	The sub-division where the importer is located.
City	The city where the importer is located.
Street	The street name where the importer is located.
Street additional line	The street name where the importer is located.
Number	The number of the street where the importer is located.
Postcode	The postcode of the location of the importer.
P.O. Box	The P.O. box of the address.
Competent authority	This entity contains information regarding the Competent Authority where the Declarant is established.

Data element name	Definition
Reference number	The Name or Reference number of the Competent Authority.
Signatures	There are two types of signatures in the CBAM Report. The first one is related to the information in the report. The Declarant must confirm that the information in the CBAM report is accurate and complete. The second is only applicable if the type of applicable rules selected is not CBAM-specific. In this case, the Declarant must confirm that the used applicable rules
Report confirmation	are comparable to the CBAM applicable rulesThis entity is used to hold the confirmation related to the contents of the CBAM Report.
Report global data confirmation	This element holds the confirmation of the Declarant regarding the information of the CBAM Report.
Use of data confirmation	This element holds the confirmation of the Declarant regarding his approval to use the data of the CBAM Report for the review process.
Date of signature	This element holds the date when the confirmation was signed.
Place of signature	This element holds the place where the confirmation was signed.
Signature	This element is used to hold the full name of the Declarant.
Position of person signing	This element is used to hold the Position of the Declarant
Type of applicable reporting methodology	This entity is used for the confirmation of the type of applicable reporting methodologies, in case that the selected one is not the CBAM-specific.
Other applicable reporting methodology	This element is used to hold the confirmation of the "other" applicable reporting methodology used.
Remarks	This is an entity that exists in all levels of the report in order the Declarant to insert additional information.
Additional information	In this element, the Declarant can write any additional information that applies in the location where this is positioned
CBAM goods imported	This is the entity that contains the information for the CBAM Good. There may be up to 99999 CBAM Goods in a CBAM report.
Goods item number	This element specifies the item number of every CBAM Good imported of the CBAM Report. It is a sequential number.
Representative	This entity is to define the information about the Representative in the CBAM goods Imported level of the CBAM Report.
Identification number	The ID of the representative. This is their EORI number.
Name	The full name (person or company) of the representative.
Address	This element is used to hold the representative's address

Data element name	Definition
Member State of establishment	The country where the Representative is established
Sub-division	The sub-division where the representative is located.
City	The city where the representative is located.
Street	The street name where the representative is located.
Street additional line	The street name where the representative is located.
Number	The number of the street where the representative is located.
Postcode	The postcode of the location of the representative.
P.O. Box	The P.O. box of the address.
Importer	This entity is to define the information about the importer in the CBAM goods Imported level of the CBAM Report
Identification number	The ID of the importer. This is their EORI number of European importers or TINT for International importers
Name	The full name (person or company) of the importer.
Address	This element is used to hold the importer's address
Member state or Country of establishment	The country where the importer is established
Sub-division	The sub-division where the importer is located.
City	The city where the importer is located.
Street	The street name where the importer is located.
Street additional line	The street name where the importer is located.
Number	The number of the street where the importer is located.
Postcode	The postcode of the location of the importer.
P.O. Box	The P.O. box of the address.
Commodity code	This is an entity that contains the HS Code and the CN Code of the CBAM Good.
Harmonized System sub-heading code	This is the HS Code of the CBAM Good. It is a 6-digit code.
Combined nomenclature code	This is the CN Code of the CBAM Good. It is a 2-digit code that is added in the HS code.
Commodity details	This is an entity that contains the description element of the CBAM Good.
Description of goods	This is an element that can be used in order to describe the CBAM Good.
Country of origin	This is an entity to declare the Country of Origin of the CBAM Good.
Country code	The two letter code of a country.
Imported quantity per customs procedure	This is the Entity that contains information regarding the Customs procedures and the related quantities of the CBAM good.
Sequence number	

Data element name	Definition
Procedure	This is an entity that contains the Customs Procedures.
Requested procedure	The Customs Requested Procedure.
Previous procedure	The Customs Previous Procedure.
Inward processing information	This entity contains information regarding the Inward processing procedure. The inward
	processing customs procedure is used for Goods that enter the EU territory to be processed by
	EU manufacturers.
Member State of inward processing	
authorisation	The Member State which authorised the inward processing.
Inward processing waiver for Bill of	
discharge	The Inward processing waiver for the Bill of discharge.
Authorisation	The Authorisation related to the inward processing.
Globalisation time start	The start date of the Globalisation timer. Each authorization comes with a specific globalization
	time frame depending on the calculation of the required time for processing.
Globalisation time end	The end date of the Globalisation timer. Each authorization comes with a specific globalization
	time frame depending on the calculation of the required time for processing.
Deadline for submission of Bill of discharge	The deadline for the submission of the Bill of discharge. Typically it will be one month after
	the end date of the Globalisation timer.
Area of import	This is an entity that contains the area of import element.
Area of import	The area where the CBAM Good was imported. Two possible values: EU by means of Customs
	import declaration and EU by other means.
Goods measure (per procedure) Actual products	
release / Actual product released to other products	This Data Group contains the quantity of the CBAM Good per Customs procedure.
Procedure indicator	The procedure indicator. Inward Processing = 1, Other = 0
Net mass	The Net mass is to be used for the CBAM Goods that are measured in kgs (or in tonnes).
Supplementary units	The Supplementary units is to be used for the CBAM Goods that have a special measurement
	unit.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
Special references for goods	This is an entity to use in case there are special references related to the CBAM Good.
Additional information	In this element, the Declarant can write any additional information that applies in the location
	where this is positioned.
Goods measure (imported)	This is the entity that contains the quantity of the CBAM goods imported
Net mass	The Net mass is to be used for the CBAM Goods that are measured in kgs (or in tonnes).

Data element name	Definition
Supplementary units	The Supplementary units is to be used for the CBAM Goods that have a special measurement unit.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
Goods imported total emissions	This is an entity to use in case there are special references related to the CBAM Good.
Goods emissions per unit of product	In this element, the Declarant can write any additional information that applies in the location where this is positioned. The value is the result of the following division: Goods total emissions / Goods measure (imported) - either the Net mass or the Supplementary units.
Goods total emissions	This element is used to hold the total emissions of both direct and indirect emissions. The value of this field must be equal to the sum of Good direct emissions + Good indirect emissions.
Goods direct emissions	This element is used to hold the total emissions of direct emissions. The value of this field must be equal to the sum of all the installation direct emissions.
Goods indirect emissions	This element is used to hold the total emissions of indirect emissions. The value of this field must be equal to the sum of all the installation indirect emissions.
Type of measurement unit for emissions	This element is to indicate that the emissions are measured in tonnes.
Supporting documents (for Goods)	This entity exists in the CBAM Goods imported level. It used to provide any supporting documents.
Sequence number	Supporting document sequence number.
Туре	The type of supporting document (it is in the Supporting Documents (for Goods)).
Country of document issuance	The country where the supporting document was issued.
Reference number	The reference number of the supporting document.
Document line item number	The document line item number is the number of the Goods imported entry in which the supporting documents corresponding to.
Issuing authority name	The authority that issued the supporting document.
Validity start date	The start date of validity of the supporting document.
Validity end date	The end date of validity of the supporting document.
Description	A text element to describe the supporting document.
Attachments	This is an entity used to attach a file or provide a URL.
Filename	The file name of the attachment.
URI	The URI link of an attachment.
MIME	The MIME of the attachment.
Included binary object	The actual binary object.

Data element name	Definition
Remarks	This is an entity that exists in all levels of the report in order the Declarant to insert additional
	information.
Additional information	In this element, the Declarant can write any additional information that applies in the location
	where this is positioned.
CBAM Goods Emissions	This is the entity for the CBAM Good emissions. For each CBAM Good, there can be up to 999
	entries for each CBAM Good.
Emissions sequence number	This element specifies the number of every CBAM Good emission. It is a sequential number.
Country of production	
The company name of the installation	This is an entity to define the information related to the company name of the installation.
Operator ID	The unique identification number of the operator. The operator ID is an alphanumeric value
	defined by the user.
Operator Name	The Name of the operator.
Address	This entity is to define the Address details of the company name of the Installation.
Country code	Installation's Country code
Sub-division	The sub-division where the operator is located.
City	The city where the operator is located.
Street	The street name where the operator is located.
Street additional line	The street name where the operator is located.
Number	The number of the street where the operator is located.
Postcode	The postcode of the location of the operator.
P.O. Box	The P.O. box of the address.
Contact Details	This entity is to define the Contact Details of the Installation Operator.
Name	The full name (person or company) of the Declarant.
Phone number	The phone number of the person that is assigned in the contact details of the operator.
e-mail	The email of the person that is assigned in the contact details of the operator.
Installation	This entity is to define the Installation (Factory) information where the CBAM Good is
	produced.
Installation ID	The unique ID of the Installation. The installation ID is an alphanumeric value defined by the
	user.
Installation name	The name of the Installation.
Economic activity	The definition of the economic activity of the installation.
Address	The address of the Installation.

Data element name	Definition
Country of establishment	The country where the installation that produced the good or the Declarant is established.
Sub-division	The sub-division where the installation is located.
City	The city where the installation is located.
Street	The street name where the installation is located.
Street additional line	The street name where the installation is located.
Number	The number of the street where the installation is located.
Postcode	The postcode of the location of the installation.
P.O. Box	The P.O. box of the address.
Plot or parcel number	The plot or parcel number.
UNLOCODE	The UNLOCODE as defined in UCC Annex B.
Latitude	The latitude of the coordinates.
Longitude	The longitude of the coordinates.
Type of coordinates	The type of coordinates (GPS/GNSS).
Goods measure (Produced)	This is the entity that contains the quantity of the CBAM Good that is produced in the specific
	installation.
Net mass	The Net mass is to be used for the CBAM Goods that are measured in kgs (or in tonnes).
Supplementary units	The Supplementary units is to be used for the CBAM Goods that have a special measurement
	unit.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
Installation emissions	This is the entity that contains the emissions that were produced in the Goods emissions.
Installation total emissions	The total quantity of emissions produced for the particular Goods' quantity. The value of this
	field must be equal to the sum of Installation direct emissions + Installation indirect emissions.
Installation direct emissions	The quantity of Installation's direct emissions produced for the particular Goods' quantity. The
	value of this field must be equal with the result of the following formulae: Goods measure x
	Specific (direct) embedded emissions.
Installation indirect emissions	The quantity of indirect emissions produced for the specific particular Goods' quantity. The
	value of this field must be equal with the result of the following formulae: Goods measure x
	Specific (indirect) embedded emissions.
Type of measurement unit for emissions	This element is to indicate that the emissions are measured in tonnes.
Direct Embedded Emissions	This is the entity that contains the information related to the direct embedded emissions.
Type of determination	The type of determination of the direct embedded emissions. The possible values are: Actual
	data, Default value.

Data element name	Definition
Type of determination (electricity)	The type of determination of the direct embedded emissions in case that the CBAM Good is electricity.
Type of applicable reporting methodology	The type of applicable reporting methodology used to calculate the emissions of the CBAM Good while being produced.
Applicable reporting methodology	The actual applicable reporting methodology used.
Specific (direct) embedded emissions	This is the element to declare the emissions per measurement unit of the product produced.
Other source indication	This element is used to declare a different source.
Source of emission factor (for electricity)	The source of emission factor in case that the CBAM Good is electricity.
Emission factor	This element is used only when CBAM Good is Electricity and expresses the tonnes of CO2 per MWh.
Electricity imported	The quantity of electricity imported. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
Total embedded emissions of electricity imported	The amount of CO2 tonnes produced for the quantity of the electricity imported. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
Source of emission factor value	This is used to declare any extra information regarding the source of the emissions value.
Justification	This is used to justify the alternative default value used in the emission factor. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
Fulfillment of conditionality	This is used to declare any information related to the actual data declared. It is only applicable in the Direct Embedded Emissions when CBAM Good is electricity.
Indirect Embedded Emissions	This is the entity that contains the information related to the indirect embedded emissions. Not applicable when Electricity is selected as a good"
Type of determination	The type of determination of the indirect embedded emissions. The possible values are: Actual data, Default value.
Source of emission factor	This element is used to declare literature or published information by the statistics office.
Emission factor	This element is used to express the tonnes of CO2 per MWh
Specific (indirect) embedded emissions	This is the element to declare the emissions per measurement unit of the product produced. When automatically calculated, the value of this element is the result of the following formula: Electricity consumed (MWh/tonne of CBAM Good) * emissions factor (Tonnes CO2/MWh).
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
Electricity consumed	The electricity consumed (MWH per measurement unit of product).

Data element name	Definition	
Source of electricity	This element is used to declare the source of electricity. Possible values: "Auto-produced",	
	"(bilateral) power purchase agreement", "received from the grid".	
Other source indication	This element is used to declare a different source.	
Source of emissions factor value	This is used to declare any extra information regarding the source of the emissions value. It is	
	only applicable in the Direct embedded emissions when CBAM Good is electricity.	
Production method & Qualifying parameters	This entity contains the information related to the Production method and the emissions	
	qualifying parameters.	
Sequence number	Production method sequence number	
Method ID	The unique identity of the production method.	
Method name	The production method name.	
Identification number of the specific steel mill	Specific steel mill identification number	
Additional Information	In this element, the Declarant can write any additional information that applies in the locatio	
	where this is positioned.	
Direct Emissions qualifying parameters This entity contains the information related to the direct emissions qualifying parameters		
Sequence number	The sequential number of the parameter	
Type of determination	The type of determination of the direct embedded emissions. The possible values are: Actual	
	data, Default value.	
Parameter ID ID of the parameter used		
Parameter name	Name of the parameter used	
Description	A text element to describe the parameter	
Type of parameter value	The type of the parameter (e.g., Percentage, numeric, text)	
Parameter value	The actual value of the parameter	
Additional information	In this element, the Declarant can write any additional information that applies in the location	
	where this is positioned.	
Indirect Emissions qualifying parameters	This entity contains the information related to the indirect emissions qualifying parameters.	
Sequence number	The sequential number of the parameter	
Type of determination	The type of determination of the direct embedded emissions. The possible values are: Actual	
	data, Default value.	
Parameter ID	ID of the parameter used	
Parameter name	Name of the parameter used	
Description	A text element to describe the parameter	
Type of parameter value	The type of the parameter (e.g., Percentage, numeric, text)	

Data element name	Definition
Parameter value	The actual value of the parameter
Additional information	In this element, the Declarant can write any additional information that applies in the location
	where this is positioned.
Supporting Documents (for emissions definition)	This entity exists in the CBAM Goods emissions level. It used to provide any supporting
	documents.
Sequence number	The document's sequential number
Type of emissions document	This element is used to define the type of emissions document that is declared. It is in the
	Supporting Documents (for emissions definition).
Country of document issuance	The country where the supporting document was issued.
Reference number	The reference number of the supporting document.
Document line item number	The document line item number is the number of the Goods imported entry in which the
	supporting documents corresponding to.
Issuing authority name	The authority that issued the supporting document.
Validity start date	The start date of validity of the supporting document.
Validity end date	The end date of validity of the supporting document.
Description	A text element to describe the supporting document.
Attachments	This is an entity used to attach a file or provide a URL.
Filename	The file name of the attachment.
URI	The URI link of an attachment.
MIME	The MIME of the attachment.
Included binary object	The actual binary object.
Carbon price due	This entity is used to provide information regarding CO2 emissions that were due.
Sequence number	The sequential number of the Carbon price due
Type of instrument	This element is used to describe the type of instrument used. Possible values are: Carbon tax,
	Carbon price paid in the context of a national ETS, Carbon price paid in the context of a
	regional ETS.
Description and indication of legal act	This element is used to reference the description of the legal act.
Amount of the carbon price due	The amount of the CO2 emissions due.
Currency	The currency used for the declared amount to be paid.
Exchange rate	The exchange rate of the currency related to EURO. This is a baseline exchange rate defined by
	the EU commission.
Amount (EURO)	The Amount of the carbon price due expressed in EURO currency.

Definition
The country's code.
This entity is used to provide information regarding the goods for which the CO2 emissions
were due.
Sequence number.
This element is used to declare the type of good that is covered under the carbon price due. It is
a codified list with possible values: Actual product or Other materials.
The CN code of the product covered. This is used only for information purposes.
The quantity of emissions covered.
The quantity of emissions covered by any form of compensation.
This element is used to enter any supplementary information related to the product covered
under price paid.
In this element, the Declarant can write any additional information that applies in the location
where this is positioned.
This entity is used to provide the quantity of the Good for which the emissions are already paid.
The Net mass is to be used for the CBAM Goods that are measured in kgs (or in tonnes).
The Supplementary units is to be used for the CBAM Goods that have a special measurement
unit.
The type of measurement unit of the quantity of the CBAM Good.
This is an entity that exists in all levels of the report in order the Declarant to insert additional
information.
Remarks sequence number
Any additional information

 Table 5: Definitions

2 GENERAL INFORMATION

2.1 SYSTEM OVERVIEW

Carbon Border Adjustment Mechanism (CBAM) Declarant Portal is the interface offered to CBAM Reporting Declarants to submit & manage the quarterly reports in the CBAM Transitional Registry.

CBAM Regulation will start applying, without financial adjustments, as of 1st October 2023 followed by a transitional period until `1st January 2026. During this period importers of goods falling within the scope of the CBAM will only have to report greenhouse gas emissions embedded in their imports and there will be no financial adjustment.

Importers have to report on a quarterly basis the embedded emissions in goods imported during the previous quarter of the calendar year, declaring direct and indirect emissions as well as any carbon price effectively paid abroad. This reporting-only process will apply until the end of 2025, with the last CBAM report, for the fourth quarter of 2025 (1st October - 31st December) to be submitted by 31st January 2026. The reports can start in CBAM Declarant portal once the reporting period has ended (e.g., for Q4 2023, the reporting can start on 1st January 2024.

Any CBAM goods importer established in an EU Member State is liable to submit the reports in CBAM Declarant Portal. Per Article 2 Definitions in Implementing Regulation (17/8/2023), the CBAM Report can be submitted by one of the following:

(a) the importer who lodges a customs declaration for release for free circulation of goods in its own name and on its own behalf;

(b) the person, holding an authorisation to lodge a customs declaration referred to in Article 182(1) of Regulation (EU) No 952/2013, who declares the importation of goods;

(c) the indirect customs representative, where the customs declaration is lodged by the indirect customs representative appointed in accordance with Article 18 of Regulation (EU) No 952/2013, when the importer is established outside the Union or where the indirect customs representative has agreed to the reporting obligations in accordance with Article 32 of Regulation (EU) 2023/956.

A CBAM Reporting Declarant can submit a report for multiple importers if needed. One CBAM report per quarter can be submitted.

The CBAM Declarant Portal is accessible using internet browsers. Authorisation is provided by UUM&DS.

2.2 AUTHORIZED USE PERMISSION

CBAM Declarant Portal is allowed to be used by CBAM Reporting Declarants who are registered in UUM&DS.

2.3 USER SUPPORT

CBAM Reporting Declarants need to contact their respective National Competent Authority Service Desk both for business & technical issues.

3 GETTING STARTED

3.1 ROLES AND RESPONSIBILITIES

Access to CBAM Declarant Portal is only allowed to Importers and Indirect Custom Representatives who have registered in UUM&DS and have obtained the CBAM Reporting Declarant Business profile. Their respective NCA or National Customs Administration (depending on the user access management solution each NCA will opt for) will be responsible to assign the CBAM Reporting Declarant business profile in UUM&DS where applicable. User registration procedure is defined in [R01] listed in 1.5 Reference documents.

3.2 ACCESS THE CBAM DECLARANT PORTAL

Access to the CBAM Reporting Declarant Portal is established via UUM&DS. UUM&DS is used to authenticate CBAM Reporting Declarants.

Step #1: The user accesses the following link:

https://cbam.ec.europa.eu/declarant

Step #2: The user is redirected to the application's UUM&DS authentication page, where the following information needs to be filled in: Country, Type of Actor, Type of ID, ID. The domain can either be "Carbon Border Adjustment Mechanism" or "Customs" based on national decision. Delegation to Employees is supported, please refer to UUM&DS Manual R01 for further information.

	/here Are You From
Sele to	ect the domain of the application you request access
c	Carbon Border Adjustment Mechanism *
	ect the country where you want to be authenticated
	elgium *
	ect type of actor
	e of ID
	ORI *
ID	
BE	E1457893 Validate
	n acting on behalf of:
	give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS
	Submit

Figure 1: UUM&DS authentication page

Step #3: The user is requested to provide the username and password in the next screen based on the authentication system defined in his UUM&DS user profile.

Step #4: Upon successful login, the user is redirected to the main dashboard of the CBAM Reporting Declarant Portal.

ome Page			
2	*		۲
My Quarterly Reports	Operators	Installations	My importers
mone	more	more	mare
43	•	1	
Information	Requests	My profile information	
more	more	more	

Figure 2: CBAM Declarant Portal - Main Dashboard

3.3 EXIT THE CBAM DECLARANT PORTAL

The "Sign-out" option that appears in the upper right corner menu of the CBAM Registry home page is not operational and will be removed in a subsequent release of the CBAM Registry. However, the user can close the web browser window/tab in order to exit the CBAM Registry.

Also note that the user will be logged-out automatically after a certain amount of time has passed and subsequently it will be required to re-authenticate in UUM&DS.

European Commission Carbon Border Adjustment Mechanism		opwsHtan		EN
=		Preferences Sign out		
ñ	Home Page	Sign out		
67				



3.4 REPORTING DECLARANT HOME PAGE

Once a user is logged in to the CBAM Declarant Portal, the CBAM Portal home page is shown.

The available items are:

- 1. <u>My quarterly reports</u>: When clicked, the Reporting Declarant can see a table organised per quarters of the year. For each quarter, there might be only one CBAM report or not. If a CBAM report exists, then the Reporting Declarant can view it. If no CBAM report has been created, and the reporting period is open for submission of CBAM reports, then the Reporting Declarant can <u>create</u> their report or <u>upload</u> it in XML format with attachments packaged in a ZIP file.
- 2. <u>Installations</u>: When clicked, the Reporting Declarant can see the registry of their Installations. They can view the list of Installations inserted, view a specific Installation, edit the entry of an Installation, or delete an Installation. Every Installation has one Operator assigned. It is advised to first create the registry of Operators and subsequently create the registry of Installations.
- 3. <u>Operators</u>: When clicked, the Reporting Declarant can see the Registry of their Operators. They can view their list of Operators inserted, view a specific Operator, edit the entry of an Operator, or delete an Operator.

- 4. <u>My importers</u>: When clicked, the Reporting Declarant who acts as an indirect representative, can see the list of their importers. The Reporting Declarant can select an Importer to view their profile and the associated goods Imported table.
- 5. <u>Information</u>: Clicking on "Information" allows the Reporting Declarant access to several resources. These include the NCA's contact information, a list of CBAM goods, and CBAM legislation.
- 6. **<u>Requests:</u>** When clicked, the Reporting Declarants can see:
 - **Incoming Requests:** These are requests sent from the NCA to the Reporting Declarant. The Reporting Declarant can employ the filter options to review outstanding NCA requests for which the Declarant's response is pending.
 - **Outgoing Requests:** These are requests initiated by the Reporting Declarant and sent to the NCA. The Reporting Declarant can use the available filter options to track the Declarant's requests for which the NCA's response is pending.
- 7. <u>My profile information</u>: When clicked, the Reporting Declarant can see the information of the logged-in user in the right side and the Reporting Declarant information on the left side.

Carbon Border Adjustment Mechania	sm		DEMO User ObernDeckarant
Home Page			
Ø	*	۲	۲
My Quarterty Reports more	Operators	Installations	My importers more
2	•	1	
Information	Requests	My profile information	

Figure 4: CBAM Portal – Reporting Declarant Home Page

3.5 MAIN NAVIGATION BAR

The main navigation menu is located on the left side of the screen.

By clicking the icon \blacksquare on the left upper side, the navigation bar on the left is expanded (see Figure 5: CBAM Reporting Declarant Home Page with expanded navigation bar). The options are the same as the ones visible in the Home Page.

HOME	Home Page			
MY QUARTERLY REPORTS				
OPERATORS				
INSTALLATIONS	2	**	(a)	۲
MY IMPORTERS				
INFORMATION	My Quarterly Reports	Operators	Installations	My importers
REQUESTS	more	mute	more	more
MY PROFILE INFORMATION				
	23		1	
	Information	Requests	My profile information	

Figure 5: CBAM Reporting Declarant Home Page with expanded navigation bar

3.6 GENERIC USER INTERFACE BEHAVIOUR

An overview of the generic user interface behaviour is being provided below.

a) Report - The fields marked with red asterisk are mandatory.

Commodity	
HS sub-heading code *	CN code *
720000 - IRON AND ST ×	00 - IRON AND STEEL V

Figure 6: Mandatory fields indication

b) Report - The number on the top-right corner of each field is the maximum number of characters that can be entered for the particular field.

D	Description of goods *	
	IRON AND STEEL	498

Figure 7: Maximum number of characters indication

c) Report Validation errors – The validation errors are displayed in each tab. The number displayed within each tab indicates the number of validation errors that need to be addressed.

Good	s imported 72000000	
Impo	rter Representative Goods imported Supplementary	
	Please correct the following: Requested procedure: Procedure This field is required	(3 errors)
8	Net mass: Goods measure (per procedure) This field is required and greater than 0	
	Type of measurement unit: Goods measure (per procedure) This field is required	

Figure 8: Validation errors

3.7 BASIC SYSTEM FUNCTIONS

3.7.1 Change UI Language

Please follow the instructions in section 4.8 Preferences

3.7.2 Change Contact Information

Please follow the instructions in section 4.7 My Profile Information

3.8 REPORT STATES INFORMATION

This section describes the different states of a CBAM quarterly report and also illustrates the state transitions throughout the CBAM quarterly report lifecycle.

3.8.1 States description

The following table lists all states that a report can have throughout its lifecycle along with their respective descriptions.

States	Description
Draft	Initial state. The CBAM quarterly report is under preparation by the CBAM Reporting Declarant
Submitted	The CBAM quarterly report has been submitted
Under amendment	The CBAM quarterly report is under amendment by the CBAM Reporting Declarant
Invalidated	The CBAM quarterly report was invalidated by the CBAM Reporting Declarant. A new CBAM quarterly report can be created for this reporting period
Registered	The CBAM quarterly report has been officially registered and is available for further actions by EU & NCA Authorities. The CBAM quarterly report changes to Registered automatically upon expiration of the modification period timer.
Under assessment (COM)	The CBAM quarterly report is under assessment by European Commission
Assigned to NCA	The CBAM quarterly report is assigned to the respective NCA
Under review (NCA)	The review process has started by the NCA
Discarded	The CBAM quarterly report has been Discarded by the NCA. This is a final state.
Under correction	The CBAM quarterly report is under correction by the CBAM Reporting Declarant (either upon request from NCA or CBAM Reporting Declarant when the state of the review is Under Review (NCA))
Under litigation	The CBAM quarterly report is under litigation
Finalized	The CBAM quarterly report evaluation has been completed. Future potential states are Revoked or Archived
Revoked	Once a CBAM quarterly report is finalized the state can change to Revoked.

Archived	Once a CBAM quarterly report is finalized the state
	can change to Archived.

Table 6: CBAM List of states

3.8.2 States transition diagram

The following State Transition Diagram illustrates the full lifecycle of a CBAM quarterly report, the interaction between the Reporting Declarant and the CBAM System, as well as the interaction between European Commission (COM) and National Competent Authorities (NCAs) with the CBAM System in terms of the CBAM quarterly report review.



Figure 9: State Transition Diagram

4 USING THE SYSTEM AS CBAM REPORTING DECLARANT

In this section the main actions that a CBAM Reporting Declarant can perform in the CBAM Declarant Portal are being described.

4.1 **OPERATORS REGISTRY**

CBAM System allows to store information for operators of production installations in third countries. It is suggested to store operators in operator's registry to easily prefill the relevant information when a report is created.

4.1.1 Create an operator

- 1) Open the "Operators Registry" either by clicking on "Operators" icon from the Home Page dashboard or by clicking on "Operators" link in the left side navigation menu.
- 2) Click the "Create an Operator" button on the upper right corner.

C	European Commission	CBAM Carbon Border Adjustment Mechani	sm		DEMO User 🕡 🛤
n ආ	Operators registry				Create an operator
*	Operator ID *	Operator name 🗢	Country code 🌣	City ‡	Actions

Figure 10: Operator - Create

3) Fill in information in the operator screen details (see Figure 11: Operator Details Screen). Ensure to utilise Latin characters (alpha numeric).

Create an operator	
perator ID *	17
perator name *	[70]
ddress suntry code [∞]	
	~
ub-division	35
ây	[35]
	T
treet	(85)
treet additional line	
umber	[35]
ostcode	
usicoue	17
O. Box	
	[70]
Contact person Add new	
Contact details	^
Name*	
	70
E-mail*	[256]
Phone number *	[35]

Figure 11: Operator Details Screen

4) Please ensure that mandatory fields (marked with a red asterisk) are filled in as a minimum. When this is done, the "Create" button on the upper right corner will be enabled.

Create an operator		Cancel Create
Operator ID *	7	
ChinaSteel		
Operator name *	(4)	
Shanghai MingShuo Steel Co		
Address		

Figure 12: Create an Operator

5) Once the operator is created, it will be listed in Operators Registry.

Operators registry				Create an operator
Operator ID *	Operator name ©	Country code ©	City =	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	× •

Figure 13: Operators Registry

4.1.2 Delete an operator

In the operator's registry,

Operators registry				Create an operator
Operator ID *	Operator name ©	Country code #	City =	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	× •

Figure 14: Operator Registry - Delete action.





Figure 15: Operator Delete - Confirmation message.

To proceed with the operator deletion, the "Delete" button needs to be clicked in the confirmation message.

4.1.3 Edit an operator

In the operator's registry,

Operators registry				Create an operator
Operator ID *	Operator name ©	Country code ©	City a	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	2.1



when the icon is clicked for a specific operator, the operator details screen will open. When changes are completed, the "Save" button needs to be clicked to save the updated operator information. In case, changes are not required, the "Cancel" button needs to be clicked.

Operator ID	Operator name	
ChinaSteel	Shanghai MingShuo Steel Co	
Operator ID*		
ChinaSteel		
Operator name *		
Shanghai Mings	Shuo Steel Co	44
Address Country code *		
CN - China		
		Ŷ
Sub-division		28
Unknownj		
City		(27
Shanghai		141
Street		
Min hajou 23		(8
Street additional line	e	70
Number		(8
Destructs		

Figure 17: Operation - Save & Cancel

4.2 INSTALLATIONS REGISTRY

CBAM System allows to store information for production installations in third countries. It is suggested to store installations in Installation Registry to easily prefill the relevant information when a report is created.

4.2.1 Create an installation

- 1) Open the "Installations Registry" either by clicking on "Installations" icon from the Home Page dashboard or by clicking on "Installations" link in the left side navigation menu.
- 2) Click the "Create an installation" button on the upper right corner.

C	European Commission	BAM arbon Border Adjustment Mechanisi	m		DEMO User 🕕 🛤
=					
n					1 1 S 1 M M M M
C	Installations registry				Create an installation
	Installation ID *	Installation name 🌣	Country of establishment ©	City ‡	Actions
쓭					
۹					

Figure 18: Installations Registry

3) Fill the information in the installation screen details (see Figure 19: Installation – Details). Ensure to utilise Latin characters (alpha numeric).
| sitution (I) * | W | |
|--|--------------|--|
| Islation name * | | |
| And Address Table Terror | (<u>n</u>) | |
| demat
antio at astauluistament * | | |
| nuk or esolu muneur. | * | |
| dains | | |
| | | |
| | | |
| d | | |
| et adtitional line ' | | |
| | | |
| riter | | |
| | | |
| | | |
| fto de | (9) | |
| entralen
2. Den | | |
| 3. Bas | | |
| | | |
| . Dat | | |
| INLOCODE
Type to search UNLOCODE | | |
| INLOCODE Type to search UNLOCODE | | |
| INLOCODE Type to search UNLOCODE | | |
| INLOCODE
Type to search UNLOCODE
Coordinate latitude (N-S) | | |
| INLOCODE
Type to search UNLOCODE
Coordinate latitude (N-S) | | |
| INLOCODE
Type to search UNLOCODE
Coordinate latitude (N-S) | | |
| INLOCODE Type to search UNLOCODE Coordinate latitude (N-S) Coordinate longitude (E-W) | | |
| INLOCODE | | |

Figure 19: Installation – Details

- 4) All mandatory fields marked with red asterisk need to be filled in.
- 5) An installation needs to be linked with an operator. To accomplish this, click the "Search in third country installation operators registry".

The company name of the installation * Q Search in third country installation operators registry

Figure 20: Installation-Search in third country installation operators registry

6) The operators already created in Operators' registry will be listed. The list can be filtered by operator ID, Operator name, Country code, city.

		stry		(\times)	
	Operator ID \$	Operator name \$	Country code	City \$	
0	OP03-0001	Carousel Logistics LTD	СА	Vancouver	
0	OP04-0001	TR Steel Operator LTD	TR	Istanbul	
0	OP05-0002	CN Steel Operator LTD	СМ	Shanghai	
0	OP07-0003	Goldfinder, Inc.	US	Fort Knox	
0	OP07-0004	Thunderball	BS	Nassau	
ltems per Showing 1	page 10 ▼ I–5 of 5			н к ж н	
				Cancel	
		[17]			
lick the	e required operate "OK" button on	gure 21: Search in ope or. Click on the bullet the right bottom corne the installation and op	on the left	and it will change to or registry dialog.	tor's
Click the The relat etails w	e required operate "OK" button on ionship between ill be listed	or. Click on the bullet of the right bottom corne	on the left	and it will change to	tor's
Click the The relat etails wa	e required operate "OK" button on ionship between	or. Click on the bullet of the right bottom corne the installation and op	on the left	and it will change to or registry dialog.	tor's
Click the The relat etails w The company Q Search	e required operate "OK" button on ionship between ill be listed	or. Click on the bullet of the right bottom corne the installation and op	on the left	and it will change to or registry dialog.	tor's
Click the The relat etails w The company Q Search	e required operate "OK" button on ionship between ill be listed name of the installation * in third country installation 3,Goldfinder, Inc.	or. Click on the bullet of the right bottom corne the installation and op	on the left	and it will change to or registry dialog.	
Click the Che relat etails w. The company Q Search OP07-000 Operator ID	e required operate "OK" button on ionship between ill be listed name of the installation * in third country installation 3,Goldfinder, Inc.	or. Click on the bullet of the right bottom corner the installation and op operators registry	on the left	and it will change to or registry dialog.	
Click the The relat etails with the company Q Search OP07-000 Operator ID OP07-000	e required operato "OK" button on ionship between ill be listed name of the installation * in third country installation 03,Goldfinder, Inc.	or. Click on the bullet of the right bottom corner the installation and op operators registry	on the left	and it will change to or registry dialog.	
Click the The relat etails w. The company Q Search OP07-000 Operator ID OP07-000 Address Country coc US	e required operato "OK" button on ionship between ill be listed name of the installation * in third country installation 03,Goldfinder, Inc.	or. Click on the bullet of the right bottom corner the installation and op operators registry Operator Name Goldfinder, Inc.	on the left r of the operator erator has been	and it will change to or registry dialog. a established and the operat	
Click the The relat etails w. The company Q Search OP07-000 Operator ID OP07-000 Address Country coc US Street addit	e required operato "OK" button on ionship between ill be listed name of the installation * in third country installation 03,Goldfinder, Inc.	or. Click on the bullet of the right bottom corner the installation and op operators registry Operator Name Goldfinder, Inc.	on the left r of the operator erator has been	and it will change to or registry dialog. a established and the operat	
Click the The relat etails w. The company Q Search OP07-000 Operator ID OP07-000 Address Country coc US Street addit	e required operato "OK" button on ionship between ill be listed name of the installation * in third country installation (3,Goldfinder, Inc.))) de tional line Street Additional line	or. Click on the bullet of the right bottom corner the installation and op operators registry Operator Name Goldfinder, Inc.	City Fort Knox Postcode	and it will change to or registry dialog. a established and the operation Street Fort Knox Street P.O. Box	
Click the The relat etails w. The company Q Search OP07-000 Operator ID OP07-000 Address Country coc US Street addit Fort Knox	e required operato "OK" button on ionship between ill be listed name of the installation * in third country installation (3,Goldfinder, Inc.))) de tional line Street Additional line	or. Click on the bullet of the right bottom corner the installation and op operators registry Operator Name Goldfinder, Inc.	City Fort Knox Postcode	and it will change to or registry dialog. a established and the operation Street Fort Knox Street P.O. Box	

Figure 22: Installation - Linked Operator Details

10) The "Create" button is now enabled on the upper right corner.

Create an installation		Cancel Creato
Instalution 10 *		
Goldinstall		
Installetion name *	10	
Gold Installation	17 C	

Figure 23: Installation - Create Button

11) Once the installation is created, it will be listed in installations' registry.

4.2.2 Delete an installation

In the installations registry,

Installations registry				Create an installation
Installation ID *	Installation name =	Country of establishment =	City +	Actions
IN01	Bursa steel factory INC	TR	Istanbul	× •
1402	JMA Steel Factory INC	CA	Vancouver	× •

Figure 24: Installation Registry -Delete action

when the icon is clicked for a specific installation, a confirmation message will appear to confirm the action to delete the installation.



Figure 25: Installation Delete - Confirmation message.

To proceed with the installation deletion, the "Delete" button needs to be clicked in the confirmation message.

4.2.3 Edit an installation

In the installations registry,

Operators registry				Create an operator
Operator ID *	Operator name ©	Country code ©	City =	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	2.4

Figure 26: Installation Registry - Edit Action

when the icon *is* clicked for a specific installation, the installation details screen will open. When changes are completed, the "Save" button needs to be clicked to save the updated operator information. In case, changes are not required, the "Cancel" button needs to be clicked.

	Installation name Bursa steel factory INC	
	course sees recordy inc.	
kratallakon (D.*		
IN01		
Polalation name *		
Bursa steel factory	INC	
Address Country of establishmen	ent *	
TR - Turkey		9
Sub-division		
Turkey Sub-division	10	
City		
Istanbul		
Street		
Istanbul Street		
Street additional line		
Istanbul Street Add	ditional line	
Rumber		
3		
Pastook		
V7P		
P.O. Box		
PO BOX V7P		
Plot or parcel number		
IN01-V7P		

Figure 27: Installation -Cancel and Save buttons.

4.3 MY QUARTERLY REPORTS

In this section, each Reporting Declarant can see a table organised per quarters of the year. For each quarter, there might be a CBAM report or not. If a CBAM report exists, then the Reporting Declarant can view it. If no CBAM report has been created, and the reporting period is open for submission of CBAM reports, then the Reporting Declarant can <u>create</u> their report or <u>upload</u> it in XML format with attachments packaged in a ZIP file.

If no CBAM report has been created and the reporting period is closed for CBAM reports submission, please follow the process 4.5.11 Request to submit a report with a delay.

Quarterly Report	rts					
Quarter ≑	Year 🗸	Last edited 🗘	State \$	Report \$	Invalidated Reports	Actions
23	2023			Not Added yet		
22	2023			Not Added yet		Create

Figure 28: My Quarterly Reports

4.4 **REPORT STRUCTURE & NAVIGATION**

The CBAM quarterly report structure consists of three main sections:

• The **Report's header** section where the basic information for the CBAM Reporting Declarant and the reporting period are entered.

- The **CBAM goods imported** section, where the CBAM goods codes imported during the reporting period, along with information regarding their quantities, countries of origin and areas of import are declared in an aggregated way per CN code.
- The **goods emissions** section, where data regarding the CO2 emissions and the emissions qualifying parameters to produce each CBAM good added in the report and any supporting documents, are declared per installation and per production method.



Figure 29: CBAM Report Data Model

Each of the above sections is comprised of the data groups and of the data elements available to be filled in, along with their cardinality, optionality, rules, conditions and code-lists that are applicable for each data. It is to be noted that the hierarchical structure of the data element needed for the report is following the Customs declaration approach as used in the Trans-European Customs systems and provides the advantage to the CBAM Reporting Declarants to declare the emissions and the supporting information for the CBAM goods imported in a familiar and efficient way. The report's structure can also support the submission of supporting documents as binary attachments along with the report. The accepted file formats are: DOC, DOCX, XLS, XLSX, PDF and JPEG. The maximum size of the ZIP file is 20 MB.

Please note that the report can be filled in with one of the two following ways:

- a) Using the CBAM Reporting Declarant Portal user interface available.
- b) Uploading a ZIP file containing the XML structure of the report along with the binary attachments.

Instructions on how to fill each section of the report follows below.

4.4.1 Header level of the CBAM Report

Report general information is stored in the header.

Please save the header prior to start filling the goods & emissions section. The draft report ID is filled in automatically (upper left corner); however it can be edited if needed. Please note that when the "Validate" button is clicked, the relevant validation errors that need to be addressed are displayed in each tab.

epothing declarant IRCA Reporting Period Report ID Issue date error CBAM BED00017 2023 - Q2	State Goods imported Table amessore Draft 1 1564 t CO2			Additional information Add remarks
ieader intre	Header info Reporting declarant () Importer Represent	alive Connetent authority Signatures O		
loods imported	Please correct the following: Cop 1 This had a way-red			-
	Declarant details Name *	Iterification number	Rin*	
	Deno CBAM	GR283847584839295	Importer for all Goods	~
	Address Member state or Country of establishment	Sub-division	CH: Chr*	
	EE - Brighen	¥.		
	Sheet	(11) These skilloral lear	[75] Runter	
	Postcalis	(IT) PO Box	(76)	

Figure 30: Header - Validation

The "Preview" button can be used to preview all values that are filled in header.

A detailed description of each tab is available below.

4.4.1.1 Reporting Declarant

Reporting Declarant Name, Identification number and Member state of establishment, are filled in automatically.

The rest Reporting Declarant information need to be filled in. As a minimum, the "Role" and "City" fields need to be defined in "Reporting Declarant tab".

The Reporting Declarant role is a mandatory field. Here is an explanation for each option.

Importer for all goods - In case the Reporting Declarant acts as an importer for all goods, the "Importer tab" in the header level and goods level is not required to be filled.

Representative for all goods - In case the Reporting Declarant acts as a representative for all goods, the "Representative tab" in the header level and goods level is not required to be filled.

Importer for some goods/ Representative for some goods – In case the Reporting Declarant acts as representative for some goods and as an importer for some other goods, then the importer / representative is required to be defined at each good level and the header importer & representative tabs are disabled.

Reporting declarant	Importer	Representative Compe	etent au	uthority Signatures
Declarant details Name *	61	Identification number		Role *
Demo CBAM	01	GR293847584930295		Importer for all Goods v
Address Member state or Country of establishment		Sub-division	35	Importer for all Goods Representative for all Goods Importer for some Goods / Representative for some Goods
BE - Belgium	\sim			
Street	70	Street additional line	70	Number [35]
Postcode	17	P.O. Box	70	

Figure 31: Header - Reporting Declarant tab

4.4.1.2 Importer

If an importer is defined in Header level of CBAM Report, it will be applied for every good item. If the report includes multiple importers, they need to be defined separately for each good.

In case the Reporting Declarant is the importer for all goods, the checkbox "Reporting Declarant acts as importer" could be checked to avoid filling in the same information again.

Reporting declarant	Importer	Representative	Competent authority	Signatures 1
If importer is defined here it v	will be applied	d for every good item. If	f the report includes multiple im	porters, they need to be defined separately for each good
Declarant acts as importer				

Figure 32: Declarant acts as importer Checkbox

However, if the importer is not the same as the Reporting Declarant, then the "Add importer" button should be clicked to fill in importer's information.

Importer's details will be deleted from header level of CBAM Report if the "Delete" button is clicked.

Reporting declarant	Importer	Representative	Competent auth	ority Signatu	ires	
If importer is defined here they need to be defined s			the report includes mu	ultiple importers,		
porter details						
						Delete
Name *	70	Identification number *	17			
Address Member State of establishin	nent*	Sub-division	City	•		
	~	505-GWISION	35		35	
Street	70	Street additional line	70 Num	ber	[35]	
Postcode	17	P.O. Box	70			

Figure 33: Header- Importer tab

4.4.1.3 Representative

If a representative is defined in Header level, it will be applied for every good item. If the report includes multiple representatives, they need to be defined separately for each good.

In case the Reporting Declarant is the importer's representative for all goods, the checkbox "Reporting Declarant acts as representative" could be checked to avoid filling in the same information again.

Representative Comp	etent authority Signatures	
	orginatureo i	0
lied for every good item. If the	report includes multiple representativ	es, they need to be defined separately for each good.
	lied for every good item. If the	lied for every good item. If the report includes multiple representativ

Figure 34: Declarant acts as representative checkbox

However, if the representative is not the same as the Reporting Declarant, then the "Add representative" button should be clicked to fill in representative 's information.

Representative's details will be deleted from header if the "Delete" button is clicked.

Reporting declarant	Importer	Representative	Competent authority	Signatures	
If representative is defined representatives, they need epresentative details	d here it will be d to be defined	applied for every good it separately for each good	em. If the report includes multip d.	ble	
					Delete
Name *	[70]	Identification number *	17		
Address Member State of establishr	nent *	Sub-division	35 City *	35	
Street	~	Street additional line	Number	[33]	
Postcode	70	P.O. Box	70	35	
	17		70		

Figure 35: Header - Representative Tab

4.4.1.4 Competent authority

Competent Authority reference number is automatically filled in based on the country the Reporting Declarant's EORI number belongs to.

In case it is not filled in automatically, please contact your respective National Competent Authority Service Desk.

4.4.1.5 Signatures

All fields of this tab are mandatory to be filled to allow report submission.

Reporting declarant	Importer	Representative Com	petent authority	Signatures			
Report confirmation Date of signature *		Place of signature *		Signature (Full Name) *		Position of person signing *	
dd/mm/yyyy	**		128		128		12
	nd information a	rovided in this CBAM Report are	to be used and sh	ared between the EU commission		A A discould be be an and a set of the Photos	
(EU) 2023/956 of the Eu laying down the rules for	ropean Parliam	ent and of the Council of 10 May	2023 establishing the European Parli	a carbon border adjustment mech	anism, Commis	ision Implementing Regulation (EU) 2 ligations for the purposes of the carbo	023/xxxx
(EU) 2023/956 of the Eu laying down the rules for	ropean Parliam	ent and of the Council of 10 May of Regulation (EU) 2023/956 of	2023 establishing the European Parli	a carbon border adjustment mech	anism, Commis	sion Implementing Regulation (EU) 2	023/xxxx

4.4.2 CBAM goods Level of the CBAM Report

By clicking on "Goods imported", the user can add as many goods as desired or/and navigate through a list of all goods that have been added. Please note that at least one good must be declared and added in the report.

4.4.2.1 Addition of CBAM goods

The user can add a good by clicking the "Add a good" button, either from the navigation tree on the left or using the button above the table.

Header info	Goods Imported	Add a good
Goods Imported Add a good	tota	ported
	Items per page 10 💌	н н н

Figure 37: Add good

4.4.2.2 Deletion of CBAM goods

The user can delete a good by clicking the delete icon in the action column in good's table.

N code 🕈	Country of origin	٥	Importer ‡	Representative 🗘	Quantity \$	Goods imported total emissions	0	Actions
								Delete
72000000	BF					t CO2		

Figure 38: Delete good

A confirmation message will appear to confirm the user action prior the good's deletion.



Figure 39: Delete good -Confirmation

4.4.2.3 Editing of CBAM goods

Once the user is in Editing mode in the report, the good can be edited either by clicking the respective good on the left navigation tree or by clicking the Edit icon on the good's table.

raf mport IC) 99GR29384758493029501 🖌						Cancel Preview Validate Save as	aut 54
porting declarant IICA Reporting Period Report D Issue date State emo CEAM BE300017 2023 - 02 - Draft		9				144	Illunid Informatio Add remark
Hooder Info	Goods imported						Add a go
sods imported Adl s good	CN code •	Country of origin #	Importer 0	Representative =	Quantity =	Goods imported total emissions =	Actions
1. 72061000 AL 0							
12 Tanios (1964 FOOD) Ferences	0 72061000	AL.			12	1994 I CO2	1.
	Items per page 10 - Showing 1-1 of 1						a (9.5

Figure 40: Edit good

4.4.2.4 Saving of CBAM goods

Please ensure to save each good prior to adding/editing other good by clicking the "Save" button.

4.4.2.5 Validating of CBAM goods

The user shall validate separately every Good Imported along with its emissions. After completing the insertion of information, the "Validate" button in "Action menu" must be clicked so that the validation is performed. Possible errors in the validation are shown with a red exclamation mark icon. In order to validate it, edit the respective good and click the Validate button on the Action Menu.

CN code 🔷	Country of origin 🗘
72010000	PE

Figure 41: Non-validated good

When the "Validate" button is clicked, validation errors are generated on the good's level and for each emission added.

Goada imported 72061000				Beck Validate Sove
Cit outer Country of argin Coantry Device insured total amounters 7296-1056 AL 1000 115060				
Header and Cochs Important Matt a search Matter and Matter and	Coods Imported 72051000 Importur Representative Conditionapartied Representative Conditionapartied Representative Conditionaparties Representative Represen	ey Orana* de septe v	Securipes of gasts.* Togets	
	5. Requested procedure: 01 (Area of Import) EU			^
	Area of report Area of report (E4) - E10 (or years of Castum import destination (E4) - E10 (or years of Castum import destination (E4) (or years of Castum) (E5) (or years of	Proceive Research (research * 14. These the free constraints of goods send neorally end	Tomos prostor Tops of transcreament cell * Tomos *	

Figure 42: Validate Good

In the navigation tree on the left the number of messages that need to be addressed are displayed.

Goods imported
Add a good
1.73011000 BH (3) Tonnes 3 emissions (44) Add an emission
1. GPK Korea 18
2. 3
3. 🚯

Figure 43: Validate good – Navigation tree indication

4.4.2.6 How to fill in the good

The following sections are describing how to fill in the details in each tab.

4.4.2.6.1 Importer

In the "Importer" tab, the user can check the box appearing in case the Reporting Declarant acts as importer or click on the "Add importer" button to add importer details. If an importer is defined in the Header level, the respective tab in the good's imported level will not appear, otherwise the tab is mandatory to be filled in.

Boods imported		Back	Validate	Sav
CN code Country of origin Quantity	Goods imported total emissions			
Header info	Goods imported			
Goods imported	Importer Representative Goods imported Supplementary			
Add a good	Declarant acts as importer			
14	Add importer			
0 omissions Add an emission				

Figure 44: Good Level - Importer tab

If the user clicks the "Add importer" button then he/she can add details of the importer on the appearing menu, where all fields marked with an asterisk are mandatory.

Header info	Goods Imported	
Goods imported	Importer Representative Goods Imported Supplementary	
Add a good	Importer datails	
1.		Delete
8 contrations Add an emission	Namo * (Admitication number * (17)	
	Address Member State of establishment * Sub-division City * [36] [36] [36] [36] [36] [36] [36] [3	
	· · · · · · · · · · · · · · · · · · ·	
	Street Constraints (70) (70) (30)	
	Postcode PO Box (75)	

Figure 45: Good Level - Add Importer

If the user needs to delete an importer, he/she can click the "Delete" button on the up-right corner of the menu.

4.4.2.6.2 Representative

In the "Representative" tab, the user can check the box appearing in case the Reporting Declarant acts as representative or click on the "Add representative" button to add representative details.

Goods imported		Back	Validate	Save
CN code Country of origin Quantity Ge	ods imported total emissions			
Header info	Goods imported			
Goods imported	Importer Representative Goods imported Supplementary			
Add a good	Doclarant acts as representativo			
11	Add representative			
l Demissions Add an emission				

Figure 46: Good's level - Representative tab

If the user clicks the "Add representative" button then he/she can add details of the representative on the appearing menu, where all fields marked with an asterisk are mandatory.

Header info	Goods Imported	
Goods imported	Importer Representative Goods Imported Supplementary	
Add a good	Representative details	
14		Delete
emission Add an emission	Name * (29) Identification number * (32)	
	Address Member State of establishment * Sub-division (35) City * (35)	
	Street additional line Number	
	(70) (70) (70) (70) (70) (70) (70) (70)	
	Postcode PO Box (26)	

Figure 47: Good's level - Add Representative

If the user needs to delete a representative, he/she can click the "Delete" button on the up-right corner of the menu.

4.4.2.6.3 Goods Imported

In "Goods imported" tab, the user must fill in all the mandatory fields marked with an asterisk.

After adding the HS and the CN codes, the "Description of goods" is automatically filled in. Please note that a minimum of 2 characters are required in HS sub-heading code to allow the system to display the available CBAM goods.

Bash system					Sec. Sec. New
					100 Mar 100
19600 199 19900 - 199 1990 - 1990	Construments Ingentian Registrative States (Specific States) Construments Construments (States)				
	country of integer servers care f				
	reported statistic per scalario procedure				
	1. Prepareted provedures () Area of legistic				
	Avies of Ingent	Provident Stationary (*	-]		
	Courte Internet due providente Col Institute	+	Provincement (17)		
	Nanco elementa de gante Intelección de gante		-		
	Gaute measure (myoring) Perman	Section and the			
	tanania importani tata any anana	Participant and a state of the state of	[CTRAN]	[1008]	1104
	Year of research of the products *				

Figure 48: Goods imported tab

Commodity

HS sub-heading code *	
-----------------------	--

×
s; PR
ning
ning
en

Figure 49: HS sub-heading code selection

By clicking the "Add new" button right below the "Imported quantity per customs procedure" line, the user can add more than one quantity of goods imported in case the customs procedure differs from one import procedure to another import procedure.

		^
ocedure guested procedure *	Previous procedure	
(813)	Type of measurement unit *	
		Delete
ocedure quested procedure * v	Previous procedure	
t mass *	Type of measurement unit *	
q	cedure cedure tuested procedure *	

Figure 50: Imported quantity per customs procedure

Please note that goods Imported total emissions, goods emissions per unit of product, goods Direct Emissions and goods indirect emissions will be filled in automatically based on the emissions information to be added for each good.

In case the previous procedure is inwards processing, by clicking the "Add new" button right below the "Goods measure (per procedure)" line, the user can add more than one measure of goods.

1. Requested procedure: Area of import:			^
Area of import Area of import	Procedure Requested procedure *	Previous procedure	
Goods measure (per procedure)	Net mass *	Type of measurement unit *	
Invited processing	Net mass *	Type of measurement unit *	
Special references for goods Additional information	(812		

Figure 51: Goods measure per procedure

4.4.2.6.4 Supplementary

In "Supplementary" tab, the user can add information about the good in the textbox or/and add "Supporting" documents by clicking the "Add new" button.

Goods imported		Back Validate Save
CN code Country of origin Quantity Goo	ts imported total envisions	
Header info	Goods Imported	
Goods imported	Importer Representative Goods Imported Supplementary	
Add a good	Goods' additional information Rornarks 812	
14		
0 similations Add an emission	Supporting documents Add new	

Figure 52: Goods - Supplementary tab

By clicking the "Add new" button, the user needs to fill in the fields marked with an asterisk as they are mandatory. If the user needs to delete the supporting document, he/she can do so by clicking the "Delete" button on the upper right corner of the menu.

Jands Imported		Back Voldate Back
H scale. Crowley of range: Gaussity. Grouts regional late	and the second	
Preside into Coolds argueded Add agend Add agender	Goods imported Importer Importer Importer Importer Importer Importer Importer Importer Goods additional information Import Separating documents Import Import	98 98
	ж.	Dents 4
	Tome " Consistent of discovered instance	entres Parlineers matter * [2]
	Teneng activally reason	TET EXCEPTION TET
	Descryptor	30
	Fig. The advantation for space to calculate and FOT, DOC, DOCS, ALE, ALD, JPER, MA, Nan Assessment advantation and a 20	2016 Oneser for Drag and day for here
	94	30040

Figure 53: Goods - Add supporting documents.

4.4.3 Emissions level of CBAM report

For each CBAM good added in the report, its respective emissions need to be declared. Multiple emissions can be added based on installation/country of production.

4.4.3.1 Addition of Emissions

Click the "Add an emission" button the left side of the screen to get the process started. For each emission added, an incremental number will be shown automatically.

Goods imported 73021028		Back Validate Save
	ountry of origin Quantity Goods imported total emissions O	
Goods imported 73021028 Of a weight per metre of less than 36jkg	1. Installations Emissions Parameters Carbon price due Supplementary	
Emissions	Country of production	
Add an emission	~	
1.] 🛢	The company name of the installation	
	Add new	
	Installation	
	Add new	

Figure 54: Add an emission.

4.4.3.2 Deletion of Emissions

In order to delete an emission data elements group, click the next to emission sequence number.

73021028		Back	Validate Save
	Country of origin Quantity Goods imported total emissions AO		
Goods imported 73021028	1.]		
Of a weight per metre of less than 36kg	Installations Emissions Parameters Carbon price due Supplementary		
Emissions	Country of production		
Add an emission	~		
1.] 🔳	The company name of the installation		
	Add new		
	Installation		
	Add new		



4.4.3.3 Editing of Emissions

Emissions can be edited once the related good is in edit mode, see 4.4.2.3 Editing of CBAM good. In the left navigation tree, click the emission that needs to be edited. Please note that if "Save" button is clicked from the "Action menu" the good & emission information is saved and the good will need to be reopened to continue with emissions editing.

Goods imported 72061000				Back Valid	te Save
2061000 Country of stigin Quartity Goods Impuried total enterior 72061000 AL 12 1564					
Heads into Goods Imported And a good 1.20050001 (AL 12 Dial Second Mark a messale 1.41: (GMK Acres 1.10) (SMK ACRE 1.10) (Consoling Imported 72061000 Goods Imported 72061000 Commoling To all heating only To all heating only Country of origin Cardy cost 4 A. Advance Imported quantity per castoms procedure	Dir celle * 00 - Ingota v	Description of pands * Integrats		(888
	1. Requested procedure: 01 Area of import: EU				^
	Area of import Area of import	Procedure Requested providers*	Previous procedure		
	EU - EU by means of Customs import declaration ~	01 - Release for tree circulation of goods simultanee -			
	Goode measure (per procedure) Autor Supcel Anthreenons for goods Autor interval	ter nue* 100	Type of measurement and * Topmes		
	Goods measure (imported)				
	Goods measure (imported) Net many	Type of measurement unit *			
	12	Terres +			
	Goods incoded total emissions				

Figure 56: Edit good

4.4.3.4 How to fill in the emissions

The following sections will describe each screen tab in detail.

4.4.3.4.1 Installations

In this tab the following information need to be defined: Country of production, Operator (Company that owns the installation), and Installation.

Operator & Installation are optional elements, however it is advisable to define them.

Country of production is mandatory to be defined (it should match the country of installation establishment if defined).

1.				U
Installations	Emissions	Parameters	Carbon price due	Supplementary
Country of production	on			
US - United Sta	tes	~		
The company name Add new	of the installation			
Installation				
Add new				

Figure 57: Installation - Country of production

The company name that owns the installation can be either be filled in directly in the report or selected from the Operators registry. (See section 4.1 Operators Registry). click the "Add New" button to proceed with the operator addition.

L]				
Installations Emissions Parameters Carbon price d	tue Supplementary			
country of production				
US - United States				
he company name of the installation				
The company name of the installation				Delete
Q. Search in third country installation operators registry				
Operator ID *	0perator name*	[76]		
Address				
Country code*	Sub-division	(38) City*	(36)	
Street [2	Street additional line	[70] Number	36	
Postoode [3	P.O. Box	[00]		
Contact person Add new				
Contact details				^
Nama *	(70) E-mail*	[298] Phone number *	[35]	
	J.L]	
Installation				

Figure 58: Emissions - Operator (The company name of the installation)

An operator can be selected from the operator's registry by clicking the "Search in third country installation operators registry".

6QOPRVJ87H267MT8P, GOULDS Pumps Inc					Delete
Q Search in third country installation operators registry Operator ID *	Operator name				
6QOPRVJ87H267MT8P	GOULDS Pumps Inc	54			
Address Country code *	Sub-division		City •		
BE - Belgium 🗸		35	BE CITY	[28]	
Street (64	Street additional line	(70)	Number	(35)	
street					
Postcode [1]	P.O. Box	(70)			
Contact person Add new					

Figure 59: Emissions - Operator (Information filled in from Operator Registry)

Installation can be either filled in directly in the report or selected from the Installation registry. (See section 4.2 Installations respectively). click the "Add new" button to proceed with the installation addition.

Add new

Installation			
Installation			Delete ^
Q Search in installation registry Installation (D.*	Installation name*	1	
Address Country of establishment *	Sub-division (38	City (1)	1
Street [70]	Street additional line	Number (38	1
Pestoole 17	P O. Box [70	Plot or parcel number [1	1
UNLOCODE Type to search UNLOCODE	Coordinate latitude (N-S) [1]	Coordinate longitude (E-W)	Type of ocordinates

Figure 60: Emissions - Installation fields

An installation can be selected from the Installation registry by clicking the "Search in installation registry". Please note that the installation available to be selected are the ones that have been associated with the operator selected.

Installation			
A0XSBCBKRDF10LX6S, GPK Korea Inc			Delete
Q Search in installation registry	Installation name *		
A0XSBCBKRDF10LX6S	GPK Korea Inc		
Address Country of establishment *	Sub-division (36)	City [28]	
KR - Korea, Republic of 🗸 🗸		Huan Gi	
Street (70)	Street additional line	Number [36]	
Postcode [17]	P.O. Box (70)	Plot or parcel number	
UNLOCODE	Coordinate latitude (N-S)	Coordinate longitude (E-W)	Type of coordinates
KR Type to search UNLOCODE			×.

Figure 61: Emissions-Installation information filled in from Installations Registry

4.4.3.4.2 Emissions

The emissions tab will be differentiated when Electricity is selected in good's section. Ensure to fill in all mandatory fields.

1	KR	GPK	Korea	Inc
	INC	GIN	Norea	in c

Goods measure (produced) Supplementary units *		Type of measurement unit *					
Direct embedded emissions	1		~				
Type of determination (electricity) *		Type of applicable reporting methodology 0 *		Applicable reporting methodology			
	×.	Commission rules	~	Per Commission			
Type of measurement unit *		Source of emission factor (for electricity)		Other source indication	200	Emission factor	
Tonnes	~		~				
Source of emissions factor value	512	Electricity imported		Total embedded emissions of electricity imported		Justification	512
Futfiliment of conditionality	(512)						
Installation emissions Installation total emissions		Installation direct emissions		Type of measurement unit for emissions *			
120	t CO2	120	t CO2	Tonnes	~		

Figure 62: Emissions tab - Applicable to Electricity good

For all goods except electricity, both direct and indirect embedded emissions need to be defined. Based on type of determination, some fields may become read only.

1. KR GPK Korea Inc						
Installations Emissions Parameter	s Cart	on price due Supplementary				
Goods measure (produced) Net mass =		Type of measurement unit *				
100		Tonnes	~			
Direct embedded emissions Type of determination *		Type of applicable reporting methodology		Applicable reporting methodology		
Actual data	~	Commission rules	~	Per Commission		
Specific (direct) embedded emissions *		Type of measurement unit *				
1.2 tC	CO2/unit	Tonnes	~			
Indirect embedded emissions Type of determination *		Source of emission factor *		Source of electricity *	Other source indication	258
	~		~	~		1.000
Electricity consumed *		Emission factor		Specific (indirect) embedded emissions	Type of measurement unit *	
М	Wh/unit			tCO2/unit		~
Installation emissions Installation total emissions		Installation direct emissions		Installation indirect emissions	Type of measurement unit for emissions *	
120	t CO2	120	t CO2	t C02	Tonnes	~

Figure 63: Emissions tab- Applicable for all goods except electricity

Please note that default values for specific direct embedded emissions and specific indirect embedded emissions are displayed on screen (see Figure 64: Emissions-Default Values) based on good selected provided the "Other methods including default values" option is selected in "Type of Determination".

Net mass *		Type of measurement unit *		
100		Tonnes		
Direct embedded emissions				
i If you intend to report a default va	lue made ava	ilable and published by the Commission, the default val	ue corresponding to this CN code is 50 t CO2/unit of produc	t
Type of determination *		Type of applicable reporting methodology	Applicable reporting methodology	
Other methods including default values	~	Commission rules ~		
Specific direct embedded emissions *		Type of measurement unit *	- 1	
	t CO2/unit	Tonnes		
Indirect embedded emissions			10	
	lue made ava	liable and published by the Commission, the default val	J ue corresponding to this CN code is 70 t CO2/unit of produc	t
if you intend to report a default val	lue made ava	llable and published by the Commission, the default val Source of emission factor "	ue corresponding to this CN code is 70 t CO2/unit of produc Source of electricity *	Other source indication
1 If you intend to report a default val	lue made ava			
If you intend to report a default val Type of determination * Other methods including default values	ï	Source of emission factor *	Source of electricity *	Other source indication
If you intend to report a default val Type of determination * Other methods including default values	ï	Source of emission factor *	Source of electricity *	Other source indication
Type of determination *	×]	Source of emission factor *	Source of electricity *	Other source indication

Figure 64: Emissions-Default Values

4.4.3.4.3 Parameters

This screen varies based on the good selected. It is not a mandatory screen to be filled in, however the information provided helps to justify the emissions calculated.

The first section is related to the production methods used. It is pre-filled based on data available for each CN Code.

1. GPK Korea Installations Emissions Parameters Carbon price due Production method	Supplementary	
1.P17, Blast furnace / Basic oxygen steel making		^
Method P17 - Blast fumace / Basic oxygen steel making	Identification number of the specific steel mil	Additional information

Figure 65: Production Method (sample)

In direct & indirect emissions qualifying parameters, the default qualifying parameters per production method are added (if available). For each qualifying parameter, the value & type of determination method needs to be added.

Direct Emissions qualifying parameters			
P17. Blast fumace / Basic oxygen steel making			
1. Scrap used Answert of eccep used per amount of crude steel			\odot
Screp used - EQP10 (PERCENTAGE)	Default value	Type of determination	
Value %	18.30		
Additional information			
2. Main reducing agent (Coke /Coal/ natural gas/ Hydrogen/ other	1		v
3. N in (organic) forms			~
4. Mn content			~
5. Ni content			*
6. Cr content			~



Click the "Add new" button to add other qualifying parameters.

 Parameter description
10 A F

Figure 67: Add new qualifying parameters

Indirect emissions qualifying parameters are not required to be filled in when electricity is selected as good.

Indirect Emissions qualifying parameters Addites P17. Blast fumace / Basic oxygen steel making			
1. N in (organic) forms			^
N in (organic) forms - 60P2 (PERCENTAGE)	di value	Type of determination	

Figure 68: Indirect Emissions qualifying parameters

4.4.3.4.4 Carbon price due

This section is optional. In case CO2 emissions have already been paid in other countries, in this section all relevant information will be required to be filled in. The most important information to be provided is the national legal basis of the carbon pricing scheme including the implementing provisions and their respective sources.

Click the "Add New" button to start filling in the details. Please note that multiple sections can be added based on the country /type of instrument combinations.





For each country/type of instrument combination, multiple goods covered under carbon price due can be defined by clicking the "Add New" button below the "Goods covered under carbon price due" label.

ŧ.			Delete
untry code *	Type of instrument *	Description and indication of legal act*	(
nount of the carbon price due *	Currency*	Exchange Rate to Euro *	Amount (EURO)
vdd new			
oods covered under carbon price due Add now			^
1.	Quantity of emissions covered *	Quantity covered by free allocations, any reba any other form of compensation *	ate or CN of Product covered
Add new		t CO2 any other form of compensation*	

Figure 70: Carbon price due -Details

Please fill in all mandatory fields. Regarding exchange rates, these will be defined by the European Commission.

4.4.3.4.5 Supplementary

In this tab additional information for emissions calculations can be added and all supporting documents.

Multiple additional information & supporting documents can be added by clicking the "Add new" button.

1. KR GPK Korea Inc	
Installations Emissions Parameters Carbon price due Supplementary	
Emission's additional information Add new	
1.	Delete
Additional information (512	
Supporting documents Add new	

Figure 71: Supplementary tab

For each emissions supporting document, the type and Reference number are mandatory to be filled in. A document can be added either by using the "Choose File" or by dragging and dropping. In order to delete an uploaded file, the "Delete" button needs to be clicked.

Supporting documents Add new			
t.			Delete
Туре *	Country of document issuance	Reference number*	Document line item number
TED01 - Annual installation report TED02 - Annual installation emissions report TED03 - Calculated emissions for the reported good TED04 - Legal reference to NA emissions framewor TED05 - Other	dity start date S dimm/yyyy (25	Validity end date dd/mm/yyyy	
File The aboved file types for upload are: PDF, DOC, DOCX, XLS, XLSX, URI	JPEG, XML The maximum allowed file size is 20 MB	Choose file Drag and drop file here	

Figure 72: Emissions - Supplementary - Supporting Documents

4.5 QUARTERLY REPORT ACTIONS

In this section all the processes related with the report management that a CBAM Reporting Declarant can perform will be listed in detail.

4.5.1 Creation of a report

In Home Page, click "My quarterly reports" and then click the "Create" button for the reporting period where a report needs to be created.

The "Create" button is visible only during the allowable reporting deadline. In the case a report needs to be created after the deadline expiration, please follow the process 4.5.11 Request to submit a report with a delay.

My Quarterly Repo	rts					
Quarter \$	Year 🗸	Last edited 🗘	State ≑	Report ≑	Invalidated Reports	Actions
Q3	2023			Not Added yet		
Q2	2023			Not Added yet		Create Upload

Figure 73: My Quarterly Reports - Create Report

4.5.2 Uploading of a report

Instead of using the user interface to fill in the report fields, an XML can be uploaded (in ZIP format containing all relevant attachments). The XML should be structured according to the XSD format listed in Annex 5.1 CBAM Report (XSD). A sample ZIP file is also included in 5.2 Sample ZIP file. The report structure is also provided in excel format along with the code lists in 5.3 Report structure version 17.00.

My Quarterly Reports						
Quarter ‡	Year 🗸	Last edited \$	State ≑	Report ≑	Invalidated Reports	Actions
Q3	2023			Not Added yet		
Q2	2023			Not Added yet		Create Upload

Click the "Upload" button of the report that needs to be filled in "My Quarterly Reports".

Figure 74: My Quarterly Reports - Upload a report.

In the upload ZIP dialog, you can choose the file to be uploaded or you can drag & drop the file.

Uploa	-		$\overline{\mathbf{x}}$
C	Choose file	Drag and drop file here	
			Cancel OK

Figure 75: Upload ZIP

The "Upload" button is visible only for quarterly reports that their associated reporting period deadline has not expired. In case a report needs to be created after the deadline expiration, please follow the process 4.5.11 Request to submit a report with a delay.

Please note that once a report is uploaded it is not considered submitted. Please ensure to address any validation errors first.

4.5.3 Saving a draft report

Once a report has been created, the "Save as draft" button needs to be clicked in order to save a draft Report. As a minimum a Draft Report ID needs to be defined which is in the upper left corner of the screen.

Additional validation rules may be generated during this process; however, these can be addressed at a later stage and before report submission.

Save as draft can be used as often as needed to save the contents of the report under preparation.

1	European	CBAM Carbon Borde	r Adjustr	nent Mecl	hanism	1					C Rep	re draft report port not saved, please fiil aft report id	× I in
۱.	Draft report ID									Cancel	Validate	Save as draft	Subm
b		~											
	Reporting declarant NCA Demo CBAM	Reporting Period 2022 - Q4	Report ID	Issue date	State Draft	Goods impo 0	orted Total emission 0 t CO2	ons				Additional inform Add ren	
ł			Heade	a infa									
)	Header info		Heade										
L	Goods imported		Repo	rting declara	nt 🕗	Importer	Representative	Compe	tent authority	Signatur	es 🚯		
			۵	Please corr Role: Declara This field is req City: This field is req	nt details uired	llowing:						2 errors	
			Declara Name *	int details		[61]	ication number	0	Role *				
			Demo	CBAM			293847584930295				÷		
			Addres	S		Sub d			City *				

Figure 76: Save a draft report

4.5.4 Deletion of a draft report

A draft report can be deleted. The "Delete" button is available when the saved report is opened in view mode.

	European Commission Carbon E	Border Adjustment Mecha	anism		DEMO User O EN
=					
'n					
ත	Draft report ID DraftReportiD				Delete Edit
	Reporting declarant Importer Represent Demo CBAM		te State 2023 15:29:01 Draft		tional information tarks
8		LOLO GL GLOGI		1000	NAL IND
٢	Header info	Header info			
L	Goods imported	Declarant details			
		Name Demo CBAM	Identification number GR293847584930295	Role	
		Address			
		Country of establishment EC	Sub-division	City	Street
		Street additional line	Number	Postcode	P.O. Box

Figure 77: Delete a draft report.

A confirmation dialog will appear when the "Delete" button is clicked. The report will be deleted when the "OK" button is clicked.



Figure 78: Delete draft report - Confirmation message

4.5.5 Editing of a report

Editing of a report is permitted when the report is in one of the following states.

- Draft
- Under Amendment
- Under Correction

0	European Commission	CBAM Carbon Borde	r Adjustment Mecha	anism			DEMO User O	0
=								
'n	My Quarterly Repo	rts						
2	ing waarong ropo							
	Quarter ©	Year 🗸	Last edited ©	State 🌣	Report ¢	Invalidated Reports	Actions	
쓭								
۲								
1	Q3	2023			Not Added yet			
	Q2	2023	02/08/2023	Draft	DraftReportID			

Figure 79: Edit a report.

In my quarterly reports page, click on the hyperlink in Report Column to open the report and then click the "Edit" button.

	European Commission Carbon	/ Border Adjustment Mecha	anism		DEMO User CbarnMonitor
≡					
n					
ත	Draft report ID DraftReportiD				Delete Edit
.	Reporting declarant Importer Represe Demo CBAM		te State 023 15:29:01 Draft		itional information narks
쓭	Denio Obran	LOLU-GL OLIGUE	525 10.25.01 Dian	1101	TRUE TO
۲	Header info	Header info			
1	Goods imported	Declarant details			
		Name Demo CBAM	Identification number GR293847584930295	Role	
		Address			
		Country of establishment EC	Sub-division	City	Street
		Street additional line	Number	Postcode	P.O. Box

Figure 80: Edit a report

4.5.6 Validation of a report

The report can be validated by clicking the "Validate" button located in the Actions Menu.

Draft report ID		~					Cancel	Preview	Validate	Save as draft	Submit	
Reporting declarant NCA Reporting Period Report ID Issue date Demo CBAM 2022 - Q4					State	Goods imported 0	Total emissions 0 t CO2			Additional information Add remarks		
Header info			Header ir	nfo								
Goods Imported			Reporting	g declarant	Importe	r Representa	tive Competent a	uthority S	ignatures			

Figure 81: Validate report

In case validation errors exist that are related with the header, (see Figure 82 Validate Report – Errors display), they will appear in the related tab. In addition, the total number of errors that need to be addressed are shown on the left report navigation tree. Goods' level errors will need to be addressed at each individual good. Please follow the process 4.4.2.5 Validating of CBAM goods.

Draft report ID Draft-2023-Q2		Cancel Preview Validate Save as draft Submit
Reporting declarant	aparting Peniad Report ID Issue date Blate Geods Imported Telds ensueions 223 - 02 0 0 0 1 C 02	Additional information Add remarks
Header Info	Header info	
Goods imported	Reporting declarant () Importer Representative Competent authority Signatures ()	
	Please correct the following: the following:	
	Declarant details tuns * Bentfution nunter Bent	×
	Address Mener the of satalishment Sub-dynam (2)	(38)
	BE - Bolyson	(36)
	Patode (1) P0 Box (1)	

Figure 82 Validate Report – Errors display

4.5.7 Submission of a report

Once the report is prepared, the CBAM Reporting Declarant needs to click the "Submit" button to officially submit the report to the CBAM Registry. CBAM System will run the validations and if no errors are found:

- a) The report state changes to SUBMITTED.
- b) The Report gets a Report ID assigned, which is the primary identified for the whole lifecycle of the report and will not be changed.

Draft report ID		~						Cancel	Preview	Validate	Save as draft	Submi
Reporting declarant Demo CBAM	Reporting Period 2022 - Q4	Report ID	Issue date	State	Goods imported 0	Total em 0 t CO2				Additional in Add	formation remarks	
Header info			Header in	nfo								
Goods Imported		Reporting	g declarant	Importe	r Representa	tive C	Competent au	thority :	Signatures			

Figure 83: Submit report.

In case of validation errors, the CBAM Reporting Declarant will need to edit the draft report and perform corrections as needed to clear the validations error messages and click the "Submit" button again.

Prior to submission completion, the dialog shown in Figure 84: Modifications confirmation will be displayed. In case you are not planning to make modifications after the report submission, select the "No" choice. In any case, modifications are allowed in all cases if they will be implemented within the allowable modification period.

2.	Submit report
	Do you expect to make modifications to the CBAM report? * O Yes, I expect to make changes in the submitted CBAM report before the end of the modification period.
	O No, I do not expect to make any changes in the submitted CBAM report before the end of the modification period.
2	Disclaimer
4	While the indication constitute the will of intent, and will be used to support the activities of the Commission in the transitional period the indication does not waive the right of the declarants to modify the reports before the end of the modification deadline as set in Aricle.9 of Commission implementing regulation (EU) 2023/1773 of 17 August 2023 laying down the rules for the application of Regulation (EU) 2023/956 of the European Parliament and of the Council as regards reporting obligations for the purposes of the carbon border adjustment mechanism during the transitional period
	ОК
1000	sot. Streat additional line Number

Figure 84: Modifications confirmation

Please note that a report needs to be submitted withing the submission due date. In case the submission period closes and the CBAM Reporting Declarant did not submit the report, a request for delayed report submission needs to be issued. See the 4.5.11 Request to submit a report with a delay process.

4.5.8 Viewing of a report

A report can be viewed by clicking on the "Preview" button on the Actions Menu.

		~						Cancel	Preview	Validate	Save as draft	Submit
Reporting declarant Demo CBAM	NCA BE000017	Reporting 2023 - Q		Report ID -	Issue date •	State	Goods imported 0	Total emissions 0 t CO2			Additional in Add	formation remarks
Header info			Head	der info								
Goods imported			Rep	porting decla	arant Imp	orter	Representative	Competent au	thority :	Signatures		

Figure 85: View report

4.5.9 Amendment of a report

When a report is in SUBMITTED state and provided the associated quarterly report modification deadline has not expired, a CBAM Reporting Declarant can perform changes to a report and resubmit it, once the validation process completes successfully.

To amend a report, locate the report with the status SUBMITTED and click the "Amend" button.

	Commission Carbon Bo	order Adjustment Mechani	SIII		0
	Report ID 233GR29384758493029501			Amend	alidate History Download PDF
Reporting declarant Importer Repre Demo CBAM Importer Name		resentative NCA Reporting Peric NCA12345 2023-Q3	od Issue date Stat 02/08/2023 11:51:58 Sub		I information t_001 remarks
	Header info	Header info			
	Goods imported	Declarant details			
	1, 27160000 CN	Name Demo CBAM	Identification number GR293847584930295	Role 03	
	50 MWH 3000 Tonnes	Address			
	1 emissions	Country of establishment BE	Sub-division BE Subdivision	City Brussels	Street Brussels street
		Street additional line	Number	Postcode	P.O. Box

Figure 86: Amend a report.

The Report state will change to UNDER AMENDMENT. Once the changes are completed, the "Submit" button will need to be clicked.

In case of validation errors, the CBAM Reporting Declarant will need to edit the report and perform corrections as needed to clear the validations error messages and click the "Submit" button again.

The status will change to SUBMITTED again until the report state changes to REGISTERED once the associated modification period deadline expires.

Please keep in mind that the amended report can only be submitted within the official deadline for report modification. In case the modification period closes and the CBAM Reporting Declarant did not submit the amended report, a request for delayed report submission needs to be issued. See the 4.5.11 Request to submit a report with a delay process.

4.5.10 Invalidation of a report

When a report is in SUBMITTED state, the report can be invalidated to allow a new report for the same reporting period to be created.

-	CBAM Carbon Border Adjustment Mechanism Carbon Morder Adjustment Mechanism							
=								
n 42	Report ID 233GR29384758493029501			Amend	Invalidate History Download PDF			
*	Reporting declarant Importer Repres Demo CBAM Importer Name	entative NCA Reporting Perio NCA12345 2023-Q3			Additional information QReport_001 remarks			
۵ ۱	Header info Goods imported	Header info						
	1. 27160000 CN 50 MWH 3000 Tonnes	Name Demo CBAM Address	Identification number GR293847584930295	Role 03				
	1 emissions	Country of establishment BE Street additional line Brussels street additional line	Sub-division BE Subdivision Number 2	City Brussels Postcode 5555	Street Brussels street P.O. Box PO 5555			

Figure 87: Invalidate a report.

The button "Invalidate" needs to be clicked. Upon confirming the action by clicking the "OK" button, the report state will change to INVALIDATED.

Invalid	late report
?	Are you sure you want to invalidate this report? Once invalidated, the report can't be used.
	Cancel OK

Figure 88: Invalidate report confirmation message.

4.5.11 Request to submit a report with a delay

The user can request to submit a report with a delay by clicking on the "Request delayed submission" button.

My Quarterly Reports						
Quarter o	Year 🖕	Last edited ©	State ©	Report	Invalidated Reports	Actions
Q4	2023			Not Added yet		
Q3	2023			Not Added yet		Request delayed submission

Figure 89: Request delayed submission

In the dialog that will be shown in Figure 90: Request delayed submission dialog, the reason for the request of the delayed submission needs to be provided. In case NCA has approved /requested the delayed submission, the NCA's reference number needs to be provided as well.



Figure 90: Request delayed submission dialog

Submission and modification periods for delayed submissions varies based on Table 7:Delayed Submission - Deadlines.

Requested by	Submission	Modification
NCA	30days	30days or end of reporting period modification day whichever is greater
Declarant	End of Reporting Period modification day	End of Reporting Period modification day

Table 7:Delayed Submission - Deadlines

Please note that a Delayed submission which is requested by the Declarant after the reporting period modification deadline, will be rejected automatically.

4.5.12 Download PDF

The button "Download PDF" is available when the report is submitted. When the "Download PDF" button is clicked, a PDF version of the report is created which can be saved in your local disk drive.

	European Commission Carbon Bor	der Adjustment Mechanis	sm		CbarnMonitor
	Report ID 233GR29384758493029501			Amend	idate History Download PDF
	Reporting declarant Importer Repre Demo CBAM Importer Name	sentative NCA Reporting Perio NCA12345 2023-Q3	d Issue date Stat 02/08/2023 11:51:58 Sub		nformation 001 remarks
1	Header info	Header info			
	Goods imported	Declarant details			
	1. 27160000 CN	Name Demo CBAM	Identification number GR293847584930295	Role 03	
	50 MWH 3000 Tonnes 1 emissions	Address			
		Country of establishment BE	Sub-division BE Subdivision	City Brussels	Street Brussels street
		Street additional line Brussels street additional line	Number 2	Postcode 5555	P.O. Box PO 5555

Figure 91: Download PDF

4.5.13 History

The "History" button allows the user to see the history of the report.

	European Commission Carbon Bot	rder Adjustment Mechani	sm		DEMO User O
≡ 1	Report ID 233GR29384758493029501			Amend	Invalidate History Download PDF
	Reporting declarant Importer Repre Demo CBAM Importer Name	sentative NCA Reporting Perio NCA12345 2023-Q3	d Issue date Sta 02/08/2023 11:51:58 Sul		ional information oport_001 remarks
	Header info Goods imported	Header info Declarant details			
	1, 27160000 CN 50 MWH 3000 Tonnes	Name Demo CBAM Address	Identification number GR293847584930295	Role 03	
	1 emissions	Country of establishment BE Street additional line Brussels street additional line	Sub-division BE Subdivision Number 2	City Brussels Postcode 5555	Street Brussels street P.O. Box PO 5555

Figure 92: History

Once the history button is clicked, the history view will include the actions performed, the associated report state along with a timestamp on when the action was performed.

uthanities Portal				
story				
Action 0	State 0	Timestang #	UsertD ©	Remarks 0
IEGISTER	Registered	20/06/2023 14 10:31		
UEMT	Submitted	20109/2023 14:10:31	nuser018	
ms per page 10 wing 1-2 of 2				

Figure 93: History

4.6 MY IMPORTERS

In "My Importers" menu, accessed from Home Page or through the Navigation Bar, submitted CBAM reports goods data can be compared with the corresponding goods data from the associated customs declaration.

My importers	
more	

Figure 94: My Importers -Starting point.

Once the menu is selected, the list of importers included in Submitted and Registered reports (does not include draft reports) are listed.

My importers			
Identifier *	Name ©	Actions	
BE1457893	Declarant CBAM	٥	
IMPID89101	Importer Name	٥	
Items per page 10 Showing 1-2 of 2			H = H = H (-H)

Figure 95: List of my importers

The list can be filtered either by the importer Identifier or the Importer Name. When the importer of View Importer Profile

interest is located, the "View Importer Profile" button Can be clicked to view the Importer's profile along with the quantity comparison of goods declared in the CBAM report vs goods in the associated Customs declarations.

Importer profile is obtained from CRS.

Declarant CE	BAM		
Profile Goods Imported			
Address Country of establishment	Sub-division	City	Street
BE Street additional line	Declarant Sub-division	Declarant city Postcode	Declarant Street
Declarant Street additional line	100	DCL-123	PO DCL-123

Figure 96: Importer Profile

The list of goods imported per importer, provides the comparison of CBAM Declared quantity and Customs declared quantity. In case multiple procedures are associated to review the discrepancies per

procedure, you can click on the arrow to review the discrepancies per procedure.

Profile Goods Imported	ant CBAM				
Report period ‡	CN code ‡	Country ¢	CBAM quantity \$	Import quantity \$	Procedure
2022 - Q4	27160000	TR	128	0	1 🗸
Requested procedure ÷			CBAM quantity =	Import quantity \$	
43			128	0	
2022 - Q4	72061000	CN	150000	0	1 >
2023 - Q2	27160000	IN	5000	0	1 >
2022 - Q4	28080000	CA	12000	0	1 >
2022 - Q4	76090000	TR	550000	0	1 >
2022 - Q4	25070000	BS	150000	0	1 >

Figure 97: Importer - Goods Imported

4.7 MY PROFILE INFORMATION

Information shown in "My profile information" is obtained from UUM&DS & CRS and are displayed as read only fields. In case the information is not accurate and needs to be corrected, please contact your NCA Authority.

A new section will be available soon to allow the CBAM Reporting Declarant to define the Contact Name, email address and phone number.
4	European Commission	CBAM Carbon Border Adjustment Mechanism			DEMO User O
•	My profile int	formation			
ð	Logged-In User In	formation	Declarant Information	on	
# 8) 1	Full Name Country E-mail Address	Demo CBAM EC demouser@domain.com	Type of Person Identification Type Identification Number Full Name Legal Name	EORI GR293847584930295	
			Street and Number Post Code City Country	HOME 10 Eurocity12 IT	
			E-mail Address	test@test.be	

Figure 98: My profile information

4.8 **PREFERENCES**

The "Preferences" menu is positioned in the upper right corner. Currently, in the preferences section, the following options are available:

- a) Define your preferred language;
- b) Set the default email for communication;
- c) Enable/disable the transmission of CBAM Registry notifications to the email set as default for communications.

In future releases, the "Preferences" screen will undergo further enhancements, incorporating additional attributes related to user preferences.

European Carbon Border Adjustment Mechanis	5TT		ClamGedarat Preferances
			Sign out
Home Page			
92			۲
My Quarterly Reports	Operators	Installations	My importers
more	more	more	more
20		1	
Information	Requests	My profile information	
incom	more	more	

Figure 99: Preferences menu

Click the "Edit" button to fill in the required information.

CO European Commissio	Carbon Border Adjustment Mechanism	DEMO Uver 🕡 🕼
		<u>9</u>
Preferences	ŝ	
Details		
Language Email Email notifica Esk	English myonal@onsil.gr alfons.ore.enabled	

Figure 100: Preferences

To save the updated information, click the "OK" button. When the "Cancel" button is clicked, no changes will be saved.

	European Commission	CBAM Carbon Border Adjustment Mechanism			DEMO User 😱 🚥
=					2
	Preferences				
	Language Esnail Esnail notification	English myomal@omail.gr are contried	Manage Preferences	8	
1	Edit		English English	z.]	
			myemal@email.gr		
			Enutive Netflications		
				Cancel	

Figure 101: Edit Preferences

4.9 INFORMATION

Clicking on "Information" allows the Reporting Declarant access to several resources. These include the NCA's contact information, a list of CBAM goods, and CBAM legislation.

٩	Information		
ඵ			
ŝ			
1	2	2	2
)			
1	NCA	CBAM Goods	Legislation
	nure	nore	note



4.9.1 NCA

In "NCA" page, the user can see a list of all National Competent Authorities offices pre-sorted by "Office Reference Number". The user can also sort the list by "Country" or "Created".

NCA Management			
NCA Authorities			
Office Reference Number *	Country 0	Created ©	Actions
AT000038	AT	9/27/23, 11 54 AM	0
BE000017	BE	9/27/23, 11:54 AM	0
B/3000068	BG	9/27/23, 11:54 AM	0
CY000600	CY	9/27/23, 11:54 AM	0
CZ000061	CZ	9/27/23, 11:54 AM	0
DE000004	DE	9/27/23, 11:54 AM	0
DK000008	DK	9/27/23, 11:54 AM	0
EE000053	EE	9/27/23, 11 54 AM	0
ES000011	ES	9/27/23, 11:54 AM	0

Figure 103: Information-NCA

By clicking on the View icon o in "Actions" column, the user can see information about each NCA office organised in different tabs as shown in Figure 104. On the upper right corner of the shown menu, the user can click on the Expand all Expand all icon to expand all tabs or the Collapse all ^{Collapse all} icon to collapse all tabs at once.

NCA Management				
				Expand all Collapse all
Office: AT000038				^
State valid Boto General Functional Mailton general Functional Mailton	Active Free 22.4121 Preven number +43.56 223.561	Fatherens Number AT006336 Ensist address Post.za-bibe@Btent.grc.at	Country Code AT Web Page wow cham at com	
Office Details				~
Local Point Of Contact				~
IT Point of Contact				~
Office Role Competence				~
Supervising Body				~
Associated Office				~

Figure 104: Information - NCA Details

4.9.2 CBAM Goods

Upon clicking the "CBAM Goods" page, you'll see a list of goods sectors per Figure 105.

Good	ds		
- 0	Aluminium		
0	Fertilizers		
0	Cement		
0	Electricity		
0	Iron and Steel		
0	Chemicals		

Figure 105: Goods Sector Level

To expand a sector and view its associated aggregated goods categories, click on the plus icon • next to it.

0	Aluminium
•	Fertilizers
-	Mixed fertilizers
	Ammonia
	Urea
	Nitric Acide
0	Cement
0	Electricity
0	Iron and Steel
0	Chemicals

Figure 106: Aggregated goods category Level

When you select a specific aggregated goods category, a list of goods belonging to that category will appear on the right side of the screen per Figure 107.

Aluminium	CN Code *	HS Description a	CN Code Description #
Mood fertilizers			
Ammonia			
Una	26342100	Nitrates of potassium	Nitrates of potassium
Nitric Acide			
Coment Electricity	31020000	Mineral or chemical fertilisers, nitrogenous	Mineral or chemical fertilisers, nitrogenous
Iron and Steel	31022100	Ammonium sulphate	Ammonium sulphate
Chemicals	31022900	Other Ammonium Sulfate	Other Ammonium Sulfate
	31023000	Ammonium nitrate, whether or not in aqueous solution	Ammonium nitrate, whether or not in aqueous solution
	31023010	Ammonium nitrate, whether or not in aqueous solution	In aqueous solution
	31023090	Ammonium nitrate, whether or not in aqueous solution	Other Ammonium Nitrate
	31024000	Mixtures of antmonium nitrate with calcium carbonate or other inorganic non-fartilising substances	Mixtures of ammosium nitrate with calcium carbonate or other inorganic non-fertilising substances
	31024010	Mixtures of ammorium nitrate with calcium carbonate or other loorganic non-fertilising substances	With a nitrogen content not exceeding 28% by weight
	31024090	Matures of ammonium nitrate with calcium carbonate or other inorganic non-fertilising substances	With a nitrogen content exceeding 28(% by weight

Figure 107: Goods code level

When the list of goods is displayed, you have the option to sort it by "CN Code", "HS Description", or "CN Code Description". Additionally, you can filter the list using the "CN Code" field. The list will start filtering as soon as you begin typing.

Aluminium	CN Code *	HS Description #	CN Code Description #	
Fertilizera			and and assertance a	
Mixed fertilizers	31023			
Ammonia				
Urea Nitric Acide	31023000	Ammonium nitrate, whether or not in aqueous solution	Ammonium nitrate, whether or not in aqueous solution	
Cement	31023010	Ammonium ritrate, whether or not in aqueous solution	In aqueous solution	
Electricity	anacau te	Ammonumi nitrate, whether or not in aqueous solution	in agreous soubon	
fron and Steel	31023090	Ammonium nitrate, whether or not in aquoous solution	Other Ammonium Nitrate	

Figure 108: Filtered CBAM Goods on CN Code

4.9.3 Legislation

Clicking on "Legislation" redirects the user to the <u>CBAM Legislation webpage</u>, where all relevant legislative documents can be viewed.

4.10 REQUESTS

The "Requests" home page section is divided into two distinct lists.

- Incoming Requests: These are requests sent from the NCA to the Reporting Declarant. The Reporting Declarant can employ the filter options to review outstanding requests for which no response has been sent by the Declarant.
- Outgoing Requests: These are requests initiated by the Reporting Declarant and sent to the NCA. The Reporting Declarant can use the available filter options to track requests awaiting a response from the NCA.

In both lists, the status field receives one of the below values:

- Received: Initial status, when the request has been created;
- Answered: When a reply has been provided;
- Cancelled: Is set by the requestor when the request is cancelled;
- Rejected: Is set by the recipient of the request, when the request is declined.

Requests								Create
Incoming 🗿	Outgoing							
ID a	Title c	Priority ©	Organization ®	Name 0	Type of request #	Date received ©	Date due :=	Status o /
		Select pr v			Select type	w Start Data - End Data	Start Data - End Data	🗂 Select 1. v
		. one pr. v						



4.10.1 Viewing of incoming requests

You can sort and/or filter the list of incoming requests based on your preferences. To view requests that are waiting for your response, apply the Status filter and select the "Received" status

ncoming	Outgoing 🧕							
0.0	Title 0	Priority #	Originator Organization	Name ©	Type of request S	Date received ©	Date due ©	Status # Acti
		Select v			Select type ~	Start Date - End Date 1	🗂 Start Date 🗕 End Date 🗂	Sele v
	Missing goods	High	BE - NCA	nuser01	Request for Information/Documents	26/11/2023	30/11/2023	Received

Figure 110: Incoming requests

4.10.2 Replying to an incoming request

First view the request by clicking on the "eye" icon and then click on "Reply" button.

Request title XML Information needed				Status RECEIVED	Received 15/11/2023	Due 28/11/2
Originators name DEMO User	Originators ID BE1457893	Originators Organization BE1457893	Created 16/11/2023		Type of request Request for Assistance	
Recipients Organization						
Declarant EORIs						
Additional Information						

Figure 111: Reply to a Request

At a minimum, you must complete the "Response Title" and "Response Message" fields in order to enable the "Send" button. Optionally, attachments can be included in the response. You can add files by either selecting them from your device or using the drag-and-drop feature.

Request ID 8 Priorby	Decline Cancel > Send
Indial request power to view defaulty.	~
Response Itts *	
Respons Meriago *	386
References (splitnal)	v
Choose file Drag and drop file have	
The showed the types for uplicad are: PDF, DDC, DDCF, KLE, XLEX, JPEB, XMB, The reactioner allowed the case in 28 468	

Figure 112: Reply to a request -Details

In the references (optional) section, document references can be added. Fill in the Document reference and the additional information and click the "Add" button.

ocument reference	Additional	linformation
	256	256

Figure 113: Notifications - References

After filling in the required fields, click the "Send" button to send the request to the NCA. The request will appear in the "Incoming Requests" list, where its status will be updated to "Answered".

4.10.3 Decline an incoming request

To reject an incoming request, click the "Decline" button and provide an appropriate justification in the designated field. Once completed, the request's status will be updated to "Rejected".

Finguest IIIn Missing goods				dus Riccilva CEIVED 26/11/2	
Originations name numer01 Recipients Organization BE1457893	Originatives ID BE1457893	Origination Organization BE1457893	Created 26/11/2023	Type of request Request for Inform	ation/Documents
Additional information					
Request Message					
Multiple goods are missing from the n	eport				



4.10.4 Create a request

To create a request, simply click the "Create Request" button which is located on the upper right corner of both Incoming and Outgoing lists (see Figure 109)

Request	Cancel
To (Recipient) Operation * Select Organization type	
Message Information	
Title *	
Prenty * Due date for Response * Select priority	
Your message *	
CBAM Reports (optional)	~
References (splane)	~
Choose file Drag and drop file here	

Figure 115: Create Request

In the displayed dialog (See Figure 115), it is essential to complete all mandatory fields for the "Create Request" button to become active.

As a declarant, only the NCA type is available in the "To (Recipient) Organization" field. Once chosen, the member state of NCA will be filled in automatically.

In the "Title" field, provide a brief summary and select the "Type of request". In the "Your Message" field, provide a detailed description of the request.

After determining the priority of your message, input the expected response due date. This will help in organizing and addressing your request promptly.

On an optional basis, you can utilise the following fields:

CBAM Reports: Here, you can input the report ID(s) you wish to reference in your NCA request. Upon entering the Report ID, the "Add" button will become active, allowing you to include the reference in your request.

eport id		
	22	+ Add

Figure 116: CBAM Reports (Optional)

References: You can add any relevant references. The "Add" button becomes enabled once both "Document Reference" and "Additional Information" fields are filled in.

References (optional)		
Document reference	Additional information	
https://taxation-customs.ec.europa	237 Communication excel	+ Add

Figure 117: References

Attachments: To attach a document to the request, you can either use the "Choose File" option or simply drag and drop the file if needed.

Choose file	Drag and drop file here

Figure 118: Attachments

Once you have completed the form, you can click the "Create Request" button. The request will be visible in the "Outgoing list" with the status "Received".

For assistance with technical issues, please consult your respective NCA for guidance.

4.10.5 Cancel a request

If a mistake has been made or the request is no longer relevant, you can cancel a request as long as a response has not been provided. Simply access the request in question and click on the "Cancel" button.

Request ID: 1015 Priority						Cancel
And the second second second						En o Lorde
Request title				Sitatia	Received	Due date
Technical issue				RECEIVED	26/11/2023	30/11/2023
Originators name nuser100	Originators ID BE1457893	Organization DECLARANT	Created 26/11/2023		Type of request Request for information/	Documents
Recipients name	Flecquents ID	Recipients Organization NCA				
Additional information						~
Request Message						
Support is required relative to insta	ilation information					

Figure 119: Cancel a request

4.10.6 View outgoing requests

The list of outgoing requests can be sorted and/or filtered according to your needs. To view requests that are awaiting NCA's response, use the "Status" filter and select the "Received" status.

ncoming () Outg	ioing						
0 0	Title ©	Priority 0	Organization	Date issued ©	Date due 0	Status 0	Actio
		Select priority ~		Start Date - End Date	Start Date - End Date	Select status 🗸	
	XML information needed	Medium	BE - NCA	15/11/2023	15/11/2023	Received	ø
	Request for Delayed Submission	Low	BE - NCA	15/11/2023	15/11/2023	Received	0
	Access Request	Medium	BE - NCA	15/11/2023	15/11/2023	Received	0

Figure 120: Outgoing requests

4.11 NOTIFICATIONS

On the upper right corner of the home page, the icon indicates the number of unread notifications. When the unread notifications exceed 10, the exact number is not displayed.

			European Cammission Carbon Border Adjustment Mechan
			lome Page
۲			2
My importers	Installations more	Operators mare	My Quarterly Reports
	(1)		2
	My profile information	Requests	Information

Figure 121: Home Page-Notifications icon

Clicking the icon reveals a list of the latest unread notifications, as shown below in Figure 122.

	CBAM European Carbon Border Adjustment Mechanis	sm.		New notifications	View all
8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		am Operators man Requests	Installations mere	24/11/2823 Closing of the Reporting Period The CBAM Report 33400000ECRI_TEST_101 has been regi 24/11/2823 Closing of the Reporting Period The CBAM Report 6400000ECRI_TEST_101 has been regi 24/11/2823 Closing of the Reporting Period The CBAM Report 6400000ECRI_TEST_101 has been regi 24/11/2823 Closing of the Reporting Period The CBAM Report 6400000ECRI_TEST_101 has been regi	atured
	EGT	nos	more	24/11/2623 Closing of the Reporting Period The CBMA Report E3400000EC0R_TEST_101 has been regi 24/11/2623 Closing of the Reporting Period The CBAM Report 62400000EC0R_TEST_101 has been regi 2/11/2623 Closing of the Reporting Period The CGMA Report 64200000EC0R_TEST_101 has been regi	atered.

Figure 122: List of latest unread notifications

From this view you can:

a) **Select to view one notification.** Clicking on a notification marks it as read and displayed the notifications' details.

Notification ID Report ID 117 6740000	0EORI_TEST_101			
Notification His Closing of the Reporting Period		Status Read	Date Received 24/11/2023	Date Read 24/11/2023
Notification type REPORT REGISTERED	NCA Member state BE	NCA Reference Number MO7KP98D		
Reporting Period 5367-Q4	Declarants EORI EORI_TEST_1	Recipient DECLARANT		
Message				



b) **View the full notifications' list**. Click the button "View all" on the upper right side to access all notifications.

The notifications list (see Figure 126), provides sorting and filtering options for Notification Type and Status. Advanced filtering is available on the upper right side of the notification table that allows for the following filtering criteria:

	Filter by:	Report ID	
Filter by Report ID			

• Filter for a range of dates in Date Received. The default date range is set to one month.

or



Figure 124: Notification - Reception date from filter

	Reception date to		
24/11/2023	¥	×	**

Figure 125: Notification - Reception date to filter

Please note: When applying criteria, either specify a Report ID or set the Date Received range to a maximum of one month.

Notifications						
Notifications			Filter by: Report ID	or 24/10/2023	× =	24/11/2023 ×
Title	Notification type #	NCA Member State +	Date Received ©	Date Read #	Status ö	Actions
		•			, v	
Closing of the Reporting Pariod	REPORT REGISTERED	BE	24/11/2023		Unread	0
Clusing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023	24/11/2023	Read	0
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023	24/11/2023	Read	0
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	0
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2623		Unwad	0
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	0
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	0
Closing of the Reporting Period	REPORT REGISTERED	BE.	23/11/2023	23/11/2023	Read	•
Closing of the Reporting Period	REPORT REGISTERED	BE	23/11/2023	23/11/2023	Read	0
Closing of the Reporting Pariod	REPORT REGISTERED	DE	22/11/2023	23/11/2023	Road	0

Figure 126: Notification List

Clicking the view icon [•] in actions column, lets you view the notification (see Figure 123) and marks it as read. Use the "Back" button to return to the list of notifications.

5 ANNEX

5.1 CBAM REPORT (XSD)

The following zip file contains:

- a) QReport_v17.00.xsd which describes the full structure of the CBAM quarterly report in an XSD file format.
- b) Stypes.xsd which describes the data types used.

CBAM Quarterly Report structure XSD and "stypes.xsd" (ZIP format)

5.2 SAMPLE ZIP FILE

The ZIP file must consist of:

- The quarterly report XML file created which must be based on the CBAM report XSD as provided in section:5.1 CBAM Report (XSD)
- The set of documents to be provided as binary attachments (acceptable file formats are only DOC, DOCX, XLS, XLSX, PDF, JPEG).

The final constructed file must be uploaded to the CBAM Declarant portal by using the "Upload" button as described in 4.5.2 Uploading of a report. Once the Declarant selects to create a quarterly report by uploading a file, the system fills the quarterly report's data according to the data and binary attachments retrieved from the particular ZIP file.

The CBAM declarant can crosscheck and confirm the correct report filling to the Declarant portal UI according to the data uploaded. Potential errors are presented by the system and the CBAM declarant has to correct them in order the report to be successfully validated and submitted to the system.

Here is a sample file:

CBAM Quarterly Report sample file (zip format)

5.3 **REPORT STRUCTURE VERSION 17.00**

The following file describes in detail the report structure. In addition, it contains the code lists utilized.

CBAM Quarterly Report structure (XLS format)